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ABSTRACT

The purpose of this manual is to assist libraries throughout Alabama in requesting materials and information through the Alabama Library Information Network (ALIN). Designed as part of an ongoing effort that will be updated, the guide contains profiles of the interlibrary loan policies from academic, public, special, and junior college libraries who are contributors to the Alabama Interlibrary Catalog (ALICAT), a computer-output-microfiche union catalog, and/or the Alabama Union List of Serials (AULS), which is published in microfiche and in print. The first three parts of the manual cover: (1) the structure, tools, and services of ALIN; (2) procedures for using ALIN; and (3) the network components of the system, i.e., the Alabama Public Library Service and Reference and Interlibrary Loan (RILL) Service Centers. The fourth part presents holding symbols for ALICAT contributors, holding codes of AULS contributors cross-referenced to ALICAT codes, OCLC symbols cross-referenced to ALICAT codes, and the interlibrary loan policies of the 94 contributor libraries. Appended matter includes a 13-item glossary; the 1988 revised "Interlibrary Loan Code for the State of Alabama"; the "National Interlibrary Loan Code, 1980"; a list of microform collections available from the Alabama Public Library Service (APLS); guidelines for telefacsimile use within Alabama; and rules and regulations for APLS net-lending programs. (SD)

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THE ALIN MANUAL

THE ALABAMA PUBLIC LIBRARY SERVICE

INTERLIBRARY LOAN MANUAL

SECOND EDITION

ALABAMA PUBLIC LIBRARY SERVICE
6030 MONTICELLO DRIVE
MONTGOMERY, ALABAMA 36130
JUNE, 1990

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The Alabama Library Information Network
An Interlibrary Loan Manual

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PREFACE

The Code of Alabama 1975, Section 41-8-20 et seq. sets forth the chief objective of the Alabama Public Library Service as the development of a cooperative system of providing books and library services for Alabama. Accordingly, it has been the policy of APLS to carry out a program of library development and services designed to strengthen local resources while at the same time providing a means of obtaining needed books and information to supplement those readily available in a local community.

Cooperation can make it possible for each library to satisfy a greater portion of its users' needs more quickly as each library becomes an entry point to access national information resources. In Alabama, cooperation in resource sharing has been furthered by the implementation of a formal network the Alabama Library Information Network (ALIN). Since the initial ALIN procedures for interlibrary loan and reference referral were implemented in 1980 to provide each resident of Alabama with an equal opportunity for access to information and library materials, a number of changes have occurred. As modified, the ALIN procedures remain the basis of a statewide arrangement of libraries voluntarily working together to increase the quality and availability of information needed to satisfy the information needs of Alabama's residents.

This manual has been revised to assist libraries throughout Alabama in requesting materials and information through ALIN. We are collecting libraries' policies for interlibrary loan, and this manual includes those which have been obtained. Others will be sent as we receive them for addition to this looseleaf publication. We hope that this procedures manual can be effectively utilized by all libraries in Alabama to benefit their users.

Updates, corrections or requests for additional information should be directed to Alice Stephens at the Alabama Public Library Service.

INTRODUCTION TO ALIN, THE ALABAMA LIBRARY INFORMATION NETWORK

The Alabama Library Information Network (ALIN) is a statewide cooperative library-to-library arrangement of libraries voluntarily working together to provide services and resources to satisfy the information needs of Alabama's residents. The Alabama Public Library Service (APLS), the state library agency of Alabama, funds the network from state and federal (Library Services and Construction Act) funds and also serves as the coordinator for network management.

ALIN was organized to ensure that all residents of the state have equal opportunity for access to information and library materials. It recognizes that the basic responsibility of each local library is to satisfy the information needs of its primary clientele. However, as society becomes more complex, information requirements are becoming more diverse. Many users have information needs that require resources beyond those of their local library, whether it is a public, school, academic or special library.

Therefore, the design of the network is based on the belief that, through the careful coordination of the resources and services of all types of libraries within the state, the quality and availability of materials and information can be substantially increased, and more significant and comprehensive services can be offered. Cooperative interlibrary loan efforts can enable each local library to more quickly satisfy a greater portion of its users' needs by providing the information at the most immediate and most accessible level.

ALIN procedures for interlibrary loan among libraries in Alabama are based on the Interlibrary Loan Code for the State of Alabama, Revised 1988, developed by the Alabama Library Association. The premise of this code is that lending among the libraries for use by an individual in Alabama is in the public interest and should be encouraged. The Alabama code promotes a more liberal interlibrary loan policy than that of the national code.

Interlibrary loan between a library in Alabama and one in another state is governed by the policies set forth in the National Interlibrary Loan Code, 1980, adopted by the American Library Association. This national code regulates resource sharing outside existing networks and stresses the responsibility of the borrowing library to know and use local and state resources before turning to libraries beyond Alabama.

The Alabama Public Library Service provides backup information services by maintaining a statewide resource center at APLS. It fills requests for interlibrary loan and reference assistance received from libraries throughout the state. The center has been overwhelmingly successful, and demand for its services increases each year.

In 1980, when ALIN came into being, libraries in Alabama were facing many changes. First, more diverse information was increasingly required by Alabamians caught in the rapid development within the Sun Belt. At the same time, libraries were being introduced to new technologies for meeting the challenges. These technologies were providing the ability to communicate electronically via the telecommunication networks of computerized bibliographic utilities as well as access and manipulate machine-readable cataloging records maintained on these bibliographic utilities. Use of such records enabled Alabama to develop a statewide union list of books, the Alabama Interlibrary Catalog (ALICAT), in order to identify where resources are located. In 1980 in its infancy ALICAT consisted of the holdings of APLS and Birmingham Public Library as well as a few years of current cataloging of some of the academic libraries in the state.

Since then APLS has devoted substantial resources to identifying materials available in the state and to identifying their locations. Prior to 1980 LSCA funds were used for funding APLS membership in SOLINET, the Southeastern Library Network, to provide access to machine-readable cataloging records in OCLC and for retrospective conversion of the collections of APLS and the Birmingham Public Library for input into ALICAT. Since 1980 LSCA funds have been used to subsidize SOLINET start-up costs for Birmingham Public Library and Mobile Public Library and to subsidize retrospective conversions for a number of public libraries. APLS has continued to publish ALICAT.

Shared CLSI circulation system databases representing substantial collections are owned by the Library Management Network located at Huntsville-Madison County Public Library to serve some north Alabama libraries and by the systems at Birmingham-Jefferson County Public Library serving Jefferson and Shelby counties and at Montgomery City-County Public Library serving libraries in southeast Alabama. LSCA funding provided part of the initial start-up costs of each of these networks.

Since 1982 the Network of Alabama Academic Libraries (NAAL) has developed cooperative programming among its members, academic libraries offering graduate education and belonging to the Southeastern Library Network. NAAL programs have included funding of the retrospective conversions of its members' collections with copies of the cataloging records that were created going into ALICAT.

In addition, after the Alabama Library Exchange (ALEX) input the regional union list of serials begun by the multitype systems into OCLC for maintenance, the list soon evolved into the Alabama Union List of Serials (AULS). It includes holdings of all kinds of libraries throughout the state. With Library Services and Construction Act funding, the Alabama Union List of Serials has become a valuable resource for determining which library owns a specific issue of a periodical.

Further, many librarians increasingly recognized the interdependence of all libraries and called for a means of multitype interlibrary cooperation to achieve common goals. Two multitype library systems ALEX and the Southeast Alabama Multitype System developed to support resource sharing among all kinds of libraries in geographical areas within the state.

In 1984, in cooperation with NAAL, the Alabama Public Library Service contracted with RMG Consultants to evaluate and make recommendations on the future development of automated systems and resource sharing in Alabama. Subsequently as a result of the RMG study Plans and Recommendations for an Alabama Library Network and in recognition of changes in lending patterns due to easier access to location information, net-lending programs were developed. In October 1986, APLS began funding two net-lending programs on behalf of public libraries out of LSCA funds. The programs were developed to accomplish two objectives: first, to equalize the lending burden of libraries which receive a heavy volume of interlibrary loan requests; and second, to remove financial constraints for libraries which need materials on interlibrary loan by eliminating handling fees, photocopy fees, postage charges and billing costs.

With decentralized access and net-lending reimbursement the Alabama Public Library Service discontinued funding of a statewide resource center at Birmingham Public Library.

Both APLS and NAAL began telefacsimile networks in early 1989 to facilitate delivery of journal articles.

ALIN STRUCTURE

The design of ALIN began as a hierarchical structure. A local library, the primary library serving any user, constitutes the vital first level of service. If the needed information is not available in the local library, then requests enter the network to be sent to the appropriate library. Any library in the state, including school, special, public and academic ones, can refer requests by following the procedures in Chapter 2 of this manual. Local public library requests are routed to public library system headquarters if the local public library is affiliated with a system. However, if the public library is not a member of a system, requests are routed to the Alabama Public Library Service.

Six of the public library systems are currently reference and interlibrary loan (RILL) service centers. To increase the effectiveness of these libraries in providing interlibrary loan and reference services for their users, these six libraries receive personnel grants from Library Services and Construction Act funds to staff them with a professional reference (RILL) librarian. The RILL service centers are responsible for developing a reference and interlibrary loan program among all types of libraries within the geographical area they serve. A list of the RILL service centers is included in Chapter 3 of this manual along with a map showing the area each one serves.

The Alabama Library Exchange (ALEX) based in Huntsville provides backup reference and interlibrary loan services for libraries in its area.

Requests which are not filled at the local library system headquarters or RILL service center library may be routed to the statewide resource center at the Alabama Public Library Service. The resource center can be contacted by OCLC, by toll-free telephone calls or by telefacsimile as well as mail and offers a full range of reference and interlibrary loan services to libraries in Alabama.

TOOLS OF ALIN

Much of the success of ALIN in providing services to participating libraries can be attributed to the application of new technologies for interlibrary loan communication and for creation of tools to meet changing information needs. These tools include ALICAT, the Alabama Interlibrary Catalog, a computer-output-microfiche union catalog; the Alabama Union List of Serials (AULS); the Southeastern Library Network (SOLINET) which brokers access to the OCLC system with its computerized interlibrary loan system providing access to over 20 million titles; and online bibliographic retrieval services such as BRS and DIALOG.

ALICAT, the Alabama Interlibrary Catalog, identifies which libraries own specific titles to enable borrowing libraries to request interlibrary loan directly from the holding library. The contributing libraries have expanded from the original contributors (the Alabama Public Library Service, Auburn University, Birmingham Public Library, Jacksonville State University, Spring Hill College, Troy State University, the University of Alabama, the University of Alabama in Birmingham, and the University of South Alabama) to almost 100 contributors. These include most of the Alabama SOLINET members and additional public, special, junior college, and academic libraries. Over 2 million titles representing over 4.5 million holdings are displayed on ALICAT.

The Alabama Union List of Serials (AULS) lists over 20,000 titles and over 67,000 holdings entries held by over 85 contributing libraries. It is currently published in both print and microfiche formats. Also, searching the OCLC union listing database under NAUL will give current information on holdings of AULS members.

When either ALICAT or AULS is used for verification, it should be cited on the interlibrary loan form, and the OCLC number should be included on the interlibrary loan request.

Another post-1980 capability affecting interlibrary loan is the OCLC interlibrary loan subsystem that allows communication between libraries via computer. Before the availability of this subsystem, libraries had to rely on a hit-or-miss technique of identifying owning libraries and on the U.S. mail to transport requests. Interlibrary loan could take weeks as libraries waited to learn if the materials were owned and available for loan. The OCLC system makes possible responses in a matter of days or sometimes hours to confirm permission to borrow verified material, and the lending library mails out the material immediately. The time required from the time of request to delivery of materials to users is greatly decreased. Members of SOLINET communicate with each other via this online system to expedite paperwork for interlibrary loans. The Alabama Public Library Service also borrows materials from other SOLINET members for non-SOLINET public libraries in Alabama participating in ALIN.

Use of the newly installed telefacsimile equipment is expected to supplement other existing tools. Early in 1988 the Network of Alabama Academic Libraries (NAAL) submitted an application for federal funding of a telefacsimile network under the Higher Education Act of 1965. It was funded, and equipment and phone lines were installed early in 1989. The Alabama Public Library Service began a pilot telefacsimile network for public libraries in the spring of 1989 with telefacsimile equipment going into 20 public libraries and one multitype system headquarters in the pilot phase. Telefacsimile communication between libraries is expected to enable libraries to send requests quickly when a library does not have access to the OCLC interlibrary loan subsystem and to transmit articles and reference data without depending on the U.S. mail. Draft protocols for telefacsimile use are in Appendix E.

SERVICES OF ALIN

ALIN services include the net-lending programs that APLS funds to benefit public libraries and the services of the statewide resource center operated in the Reference Department at APLS. The services available from the statewide resource center include access to materials and information beyond those physically located in a local library: interlibrary loan of books, periodical articles, and government documents, as well as materials in other formats; bibliographic verification through the search of specialized sources; handling of reference requests by specialists in the subject areas; access to online bibliographic databases and assistance in locating the citations identified in the computer searches of these databases; and access via interlibrary loan through OCLC to over 20,000,000 items held by over 5,500 libraries throughout the United States.

The most frequently requested service is the interlibrary loan of specific titles. If the location of a book or periodical has been verified on ALICAT or AULS, a library may request it directly from the holding library. If the needed book or periodical is not located within the state, the request may be routed to the Alabama Public Library Service. If requests meet the guidelines of the National Interlibrary Loan Code, 1980, APLS can request materials from libraries outside the state. The purpose of interlibrary loan as defined by the national code is to obtain library material for research and serious study.

Photocopying is done by APLS at no charge to the borrowing library. However, local libraries are responsible for applying copyright guidelines in making their initial requests. No more than 5 articles may be requested during a calendar year from the last 5 years of issues of a periodical; if a sixth article is needed, the requesting library should initiate a subscription to the periodical or try to buy the issue in which the article appeared.

Also, subject requests or reference-referral requests may be routed to the Reference Department at the Alabama Public Library Service. When questions are referred to the reference librarians at APLS for handling, they may utilize the online bibliographic retrieval services from BRS and DIALOG to answer the questions. The need to use online database services is determined by the reference staff member handling each request. Since a database supplies citations to articles, the reference librarian obtains the articles for the borrowing library or sends the citations to the requesting library for a determination of which seem most useful in answering the user's question. The number of citations per search printed by APLS staff is limited to ten citations per request. If more than ten citations are needed, the requesting library is referred to a source that can provide billing services along with online bibliographic retrieval services.

There are a number of limitations on the materials that can be requested through the network. These are detailed in the ALIN Procedures in Chapter 2 of this manual. In general, libraries should not request literature searches that will result in tailored bibliographies, preliminary research for term papers, business and market surveys, genealogy searches, medical or legal information that is not found in standard reference sources, or appraisals for antiques or art pieces.

Use of interlibrary loan services for children and young adults is not restricted under the Alabama Library Information Network procedures. However, under the National Interlibrary Loan Code, these requests may not be forwarded outside the state. While juvenile books may be requested, libraries should not request bulk loans of juvenile books or multiple copies of a title. Picture and easy books should be requested only for research in children's literature. However, APLS can supply copies of books that have won the Newbery Award or Caldecott Award as well as recent honor books in these award competitions.

Use of the network to borrow fiction and new materials is allowed with some restrictions. In general, libraries should not request any material that is new or in recurring demand. However, new nonfiction titles may be requested from the Alabama Public Library Service. Some public libraries will lend fiction titles that are not in current or recurring demand.

APLS funds two net-lending programs to benefit patrons of public libraries by removing financial constraints for libraries which need materials on interlibrary loan. The net-lending programs eliminate handling fees, photocopy fees, postage charges and billing costs. The Network of Alabama Academic Libraries is reimbursed on behalf of its members for the net loans made to public libraries by its members. Also public libraries serving as net lenders are reimbursed on the basis of net transactions. In FY90 reimbursement is being made at a maximum rate of $7.50 per transaction with caps on reimbursement totals determined annually based on available LSCA funds and anticipated volume of net loans. Net-lending regulations are in Appendix F.

A statewide interlibrary loan network such as ALIN cannot be static but must continue to evolve. As new technologies are introduced, more holdings are added to ALICAT and AULS, and the patterns of interlibrary loan traffic shift, ALIN will change to meet current needs for library and information services. Therefore, evaluation of the network will be a continuing process, and procedures will continue to be adjusted.

The Alabama Public Library Service, as coordinator of the network, requests that each library using the network keep us informed about problems due to ALIN procedures.

PROCEDURES FOR USING ALIN

Since the Alabama Library Information Network is a statewide cooperative information network based on a hierarchical model, it is assumed that there will be full utilization of the resources at each level before requests are sent to the next level. The procedures for using ALIN are standardized to improve access to library resources available throughout the state, including the collections in academic, public and special libraries. All libraries are encouraged to use ALIN by following the appropriate procedures and honoring the policies of the lending libraries. The responsibility for referring any request remains with each library processing the request, and careful judgment is required at all levels to ensure that each request is properly handled before it is forwarded through ALIN.

In Alabama, the public libraries, the RILL service centers, public library systems, and the statewide resource center at APLS accept requests by telephone. The latter maintains toll-free lines and accepts calls during the day, 8:00 a.m. to 5:00 p.m., Monday through Friday. APLS accepts requests by telefacsimile as well, polling public libraries on a regular schedule over an OUT-WATS line. If a request is not an emergency, a library should make an effort to batch its requests and telephone them in as a group once a day rather than make several individual calls during the day. When placing a telephone or telefacsimile request, each library should specify as much detail as possible. The following information should be given:

Complete and specific description of the information needed;
Age of patron, if this will affect the reading level or depth of detail;
Type of material needed, such as books or periodical articles if limited by format;
Amount of material or number of sources needed;
Purpose, such as club program or term paper, if this use will affect the kind of material to be sent;
List of sources already checked.

Among the most important elements of the request are the description of the specific information needed and the list of sources already checked and/or given to the patron by the local library. Inclusion of this data will prevent unnecessary duplication at the statewide resource center of work already completed at another level.

Most other libraries in Alabama accept requests on the American Library Association interlibrary loan form rather than by telephone. Instructions for completing the printed interlibrary loan form follow the ALIN procedures in this chapter. Most SOLINET members accept requests online via the OCLC Interlibrary Loan Subsystem.

Additional information on placing telephone requests with the statewide resource center is in the procedures which follow.

ALIN PROCEDURES IN EFFECT IN 1990

I. STRUCTURE

A. Public Libraries Not in Systems

1. All public libraries not affiliated with systems are to contact the Alabama Public Library Service for book, periodical and/or subject (reference) requests unless they have a verified location for a book or periodical.

   Responses to book, periodical and/or subject (reference) requests will be sent directly to the requesting library by APLS.

2. Public libraries not in systems but owning ALICAT or AULS may request verified books or periodical articles directly from the holding library.

   Telefacsimile capability and a telephone IN-WATS line are provided at APLS for receiving requests; requests to other libraries should adhere to the policies of the holding library.

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B. Public Libraries in Systems

All public libraries belonging to a library system must contact their system headquarters first for book, periodical and/or subject (reference) requests.

1. Requests for Interlibrary Loan of Books by Author/Title.

   a. If the system headquarters owns the book, it will be sent directly to the requesting library.

   b. If the system headquarters does not own the book, ALICAT will be checked.

      (1) If the Alabama Public Library Service owns the book, the system headquarters will call APLS and have the book sent directly to the requesting member library.

      (2) If the title is found on ALICAT at a location other than APLS, the system reference librarian will handle the interlibrary loan for the requesting library, unless the member library prefers to handle its own requests. If a request is made by a member library, the system name should be placed on the ALA interlibrary loan form in parentheses after the name of the requesting member library.

      (3) If the title is not found on ALICAT, the system headquarters will call APLS.

      (4) Member libraries owning ALICAT have the option of handling their own interlibrary loan of titles verified on ALICAT if their system headquarters library does not own the title and the title is being requested from a library other than APLS. However, the requesting member library must place the system name on the ALA interlibrary loan form in parentheses after its name.

      (5) NOTE: If APLS borrows through the OCLC system, materials will be sent directly to borrowing public libraries. For those libraries failing to follow the notification procedures required for the OCLC system or failing to return borrowed materials when due, this service will be discontinued. Notification procedures are delineated in a subsequent section of this chapter.

   Telefacsimile capability and an IN-WATS line are provided by APLS for requesting interlibrary loan of titles verified on ALICAT; requests to other libraries should adhere to the policies of the holding library.

2. Requests for Interlibrary Loan of Periodical Articles.

   a. If the system headquarters owns the periodical, a copy of the article will be sent directly to the requesting library.

   b. If the system headquarters does not own the periodical, AULS will be checked.

      (1) If the Alabama Public Library Service owns the periodical, the system headquarters will call APLS and have the article sent directly to the requesting member library.

      (2) If the periodical is found on AULS at a location other than APLS, the system reference librarian will handle the interlibrary loan for the requesting library, unless the member library prefers to handle its own requests. If a request is made by a member library, the system name should be placed on the ALA interlibrary loan form in parentheses after the name of the requesting member library.

      (3) If the periodical title is not found on AULS, the system headquarters will call APLS.

(4) Member libraries owning AULS have the option of handling their own interlibrary loan of articles from periodical titles verified on AULS if the periodical issue is owned by neither the system headquarters nor APLS. However, the requesting member library must place the system name on the ALA interlibrary loan form in parentheses after its name.

Telefacsimile capability and an IN-WATS line are provided by APLS for interlibrary loan of periodical articles verified on AULS; requests to other libraries should adhere to the policies of the holding library.

3. Subject (Reference) Requests.

System headquarters may contact APLS for requests that cannot be filled at headquarters.

C. Libraries Other Than Public Ones

Libraries other than public libraries, including junior college, academic and other libraries, may access the Alabama Library Information Network at their own discretion. Since the APLS resource center's primary function is to serve public library users, access by other libraries must follow network protocols listed below in order to have requests telephoned to the APLS resource center. APLS will process any request received on an ALA interlibrary loan form; however, libraries should have verification of holdings before requesting material on an ALA form.

1. School libraries contributing records to the union list of serials are eligible to request articles from issues with the location verified on AULS from the owning library.

2. School libraries (except AULS contributors needing articles from periodical issues for which a verified location is identified on AULS) are to access ALIN through their local public libraries.

3. Academic and special libraries may request interlibrary loan of verified items directly from the holding library. An IN-WATS line is provided at APLS for interlibrary loan of verified items; requests to other libraries should adhere to the policies of the holding library.

4. Academic and special libraries in a RILL service area needing an item that has not been verified in ALICAT, AULS or OCLC must access ALIN through the RILL service center.

5. Academic and special libraries that are not in an area served by a RILL librarian may access ALIN either through their local public library or through APLS for reference requests and unverified interlibrary loan requests.

II. RESPONSIBILITIES OF LENDING LIBRARIES

A. Lending libraries should practice as liberal and unrestrictive policies as are possible under the provisions of these procedures.

B. A lending library should make available upon request its statement of interlibrary loan policies

C. A lending library should process requests promptly. Conditions of loan should be stated clearly, and materials should be packaged carefully.

D. A lending library should notify a borrowing library when unable to fill a request, stating the reason for not filling the request.

E. A lending library is responsible for informing any borrowing library of its apparent failure to follow the provisions required in these procedures. If a resource center, a RILL service center or a system headquarters requested the material for the borrowing library, the intermediary library needs to be notified also.

III. RESPONSIBILITIES OF BORROWING LIBRARIES

A. The requesting library should exhaust all local resources before resorting to interlibrary loan.

B. The requesting library is responsible for determining that material requested is eligible for interlibrary loan within the Alabama Library Information Network.

C. The requesting library is responsible for certifying that all requests for photocopy meet the provisions of the copyright law.

D. The due date should be observed and the material returned so that the lending library receives it by the date due.

E. If a notice is received that material is being sent but the material is not received within ten days, then the lending library should be notified. If the material is being sent through a resource center, the resource center should be notified.

F. Materials should be returned via library rate unless the lending library requests otherwise. If the lending library requests it, material should be insured.

G. A borrowing library that receives materials intended for another library should return the material to the lending library, sending an explanation of the problem.

H. The borrowing library is responsible for the safety of borrowed material from the time the material leaves the lending library until it gets back to the lending library. The borrowing library is responsible for packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet the cost of repair or replacement. If material is lost, the borrowing library should contact the lending library by phone or by mail regarding procedures for handling. If the material has gone through a resource center to get to the borrowing library, the resource center should be contacted.

I. Interlibrary loan materials should be returned to the library or resource center which sent them to the borrowing library so all records can be cleared.

J. Any borrowing public library utilizing ALIN must provide interlibrary loan service to its patrons at no cost other than charges imposed by the lending library. If possible, patrons should be notified of these charges ahead of time.

IV. ELIGIBILITY OF REQUESTS

A. Available Items

Generally materials may be borrowed from another library if the materials do not conform to the borrowing library's collection development policy and there is not recurring demand for the materials in the borrowing library.

The lending library has the right to decide in each case whether a particular item should be provided and whether the original or a copy should be sent. These decisions may be determined by the nature of the material, its physical condition or the degree of local demand for the material requested.

B. Unavailable Items

In general, libraries should not request the following types of material:

1. Fiction that is in current or in recurring demand;
2. Materials that have been in publication less than six months (NOTE: Materials in publication less than six months may be requested from APLS);

3. Picture or Easy books, except for legitimate research in children's literature (NOTE: APLS can provide Newbery Award and Caldecott Award books and honor books);

4. Multiple titles (bulk loans) of other juvenile books requested on specific subjects;

5. Sound recordings (except from the APLS audiocassette collection);

6. Other audiovisual materials (except from the APLS Audiovisual Department);

7. Reference materials;

8. Rare books or books in fragile condition;

9. Best-sellers (except those nonfiction titles that APLS can supply);

10. Genealogical material. (However, APLS will attempt to locate such material although it is often difficult or impossible to locate.) APLS will accept requests for "how to" books and for specific information when a complete citation including page numbers is provided.

11. Complete issues of periodicals.

C. A borrowing library should not request more material for any one user than the patron can reasonably use in the loan period. Restrictions may be placed by the lending library on the number of items requested.

D. A book that the borrowing library owns should not be requested.

E. The APLS resource center will make every effort to supply materials which fall within the guidelines listed above. However, the following types of requests cannot be handled:

   1. Literature searches which will result in tailored bibliographies are not considered to be a responsibility of the resource center. However, published bibliographies and, at the discretion of the reference librarians, database searches will be supplied as well as available information on the requested subject for patrons who are doing their own literature searches;

   2. Preliminary research for term papers will not be the responsibility of the resource center. It is expected that this work will be done by the patron at the local library. However, the resource center will handle specific and clearly formulated requests for supplemental and/or additional material;

   3. Business and market surveys;

   4. Genealogy searches (See IV. B. 10);

   5. Answers to medical or legal questions that involve interpretation and advice.

   6. Corporation information for companies that is not found in standard sources.

   7. Antique and art appraisals. (Sources can be suggested).

F. If materials are not available from in-state libraries, they must be requested from libraries in other states. These requests must conform to the national interlibrary loan code.

G. Bibliographic Retrieval Services

   1. Bibliographic retrieval services are available at APLS. Use of an online bibliographic database will be determined by the reference staff member handling the request.

   2. The number of citations per search will be limited to ten citations per request. (If more citations are needed, the requesting library will be referred to a library that can provide billing service for online bibliographic database searches).

V. PLACING OF REQUESTS

A. Format of Requests

1. Within the guidelines of these procedures, APLS accepts and encourages requests sent via telefacsimile or telephone IN-WATS.

2. The type of material desired will determine what information is to be included in the request. The basic information to be included for specific kinds of materials is listed below. Include the following information in the order given:

   a. A specific title:

      (1) Author-last name, first name;
      (2) Title (complete);
      (3) Date of publication;
      (4) Verification (BIP, CBI, Library Journal, program, etc.) If verified on ALICAT, the OCLC number with a prefix of either M or L should be included in parentheses after the title.

   b. A specific article to be photocopied from a periodical:

      (1) Periodical title;
      (2) Volume, date, pages;
      (3) Article title and author;
      (4) Source of citation;
      (5) AULS verification, if used. The OCLC number from the AULS entry should be given in parentheses after the periodical title.

   c. A specific subject:

      (1) Complete and specific information about the subject (do not give broad topics such as air pollution, WWI, etc.);

      (2) Age of person requesting the information if this data will affect the reading level required;

      (3) Type of material needed: e.g., magazine articles, books;

      (4) Amount of material needed;

      (5) Purpose--e.g.,speech, term paper;

      (6) Sources already checked.

B. Requests by Telephone

If the request is not an emergency, a library calling APLS should make an effort to batch its unfilled requests and phone them in as a group once a day rather than making individual calls during a day.

Patrons are not to be given the APLS telephone numbers and told to phone in their own requests.

C. Requests by Telefacsimile

Most libraries with telefacsimile capabilities accept requests by telefacsimile on ALA ILL forms. APLS accepts requests by telefacsimile on ALA ILL forms or from public libraries on its own forms which may be requested from APLS. When requests are sent in by telefacsimile or mail, only one book or periodical article is to be entered on each form. For additional information on telefacsimile see the draft protocols in Appendix E.

D. Reserves

If a library wishes to have a book placed on reserve in the event that it is not available, the library should so state at the time of the request and specify a date after which the book will not be needed.

VI. EXPENSES

A. Refund of postage or insurance is not required of libraries borrowing from APLS. Unless requested, no insurance is required when mailing books back to the resource center. However, the borrowing library is responsible for return postage.

B. When a book is received by insured mail, notation of the amount of insurance purchased should be made. The same amount of insurance should be purchased when the book is returned.

C. When returning books to libraries other than APLS, reimbursement should be made to the lending library for postage and insurance, if the lending library requires reimbursement.

D. APLS will absorb charges for database services up to 10 citations per request provided by APLS.

E. No library participating in an APLS net-lending program is to charge other net-lending participants for eligible services in the net-lending program. Participants include the NAAL members and all public libraries in the state.

VII. DURATION OF LOAN FROM RESOURCE CENTER

Books from APLS are charged out for a period of four weeks. A renewal, requested by mail, telefacsimile or IN-WATS line, will be granted if no other requests are pending.

When books are borrowed from other libraries, the borrowing library should check to see if the circulation period varies.

VERIFICATION FOR INTERLIBRARY LOAN

An attempt should be made to verify each interlibrary loan request before the request is made. Verification confirms or corrects all bibliographic information needed to locate and loan the material. Verification must be done to confirm the actual existence of an item by locating it in a standard reference or bibliographic source and to provide the complete, accurate, bibliographic data for the lending library to use in locating the item.

The verified bibliographic information is entered on the ALA ILL form (or given to the reference staff of the resource center) along with a complete citation to the verification source. While standard sources for verification can be abbreviated, it is best to write out the complete citation for most verification sources. Any reference book, index, or bibliography may be cited for verification; however, standard, basic sources of bibliographic data are preferred since most libraries have these if re-verification is required.

Among the standard tools that can be used for locating bibliographic data for books are:

American Book Publishing Record	(ABPR)
Books in Print	(BIP)
Book Review Digest	(BRD)
Cumulative Book Index	(CBI)
National Union Catalog	(NUC)
Publishers' Trade List Annual	(PTLA)
Forthcoming Books	

Periodical articles should also be verified. Any of the standard indexes such as Reader's Guide to Periodical Literature may be cited for verification.

In addition, requests sent to libraries in Alabama may cite ALICAT, the Alabama Interlibrary Catalog, or AULS, the Alabama Union List of Serials, for verification source. When these are used, the OCLC number should be put in parentheses after the title of the book or periodical. On ALICAT, if there is an OCLC number, it will have a prefix of L or M. On AULS the OCLC number is labeled.

Citations to verification sources should include the information needed to locate the entry, such as name of source, date, volume and page number and should note that it is the citation for the request:

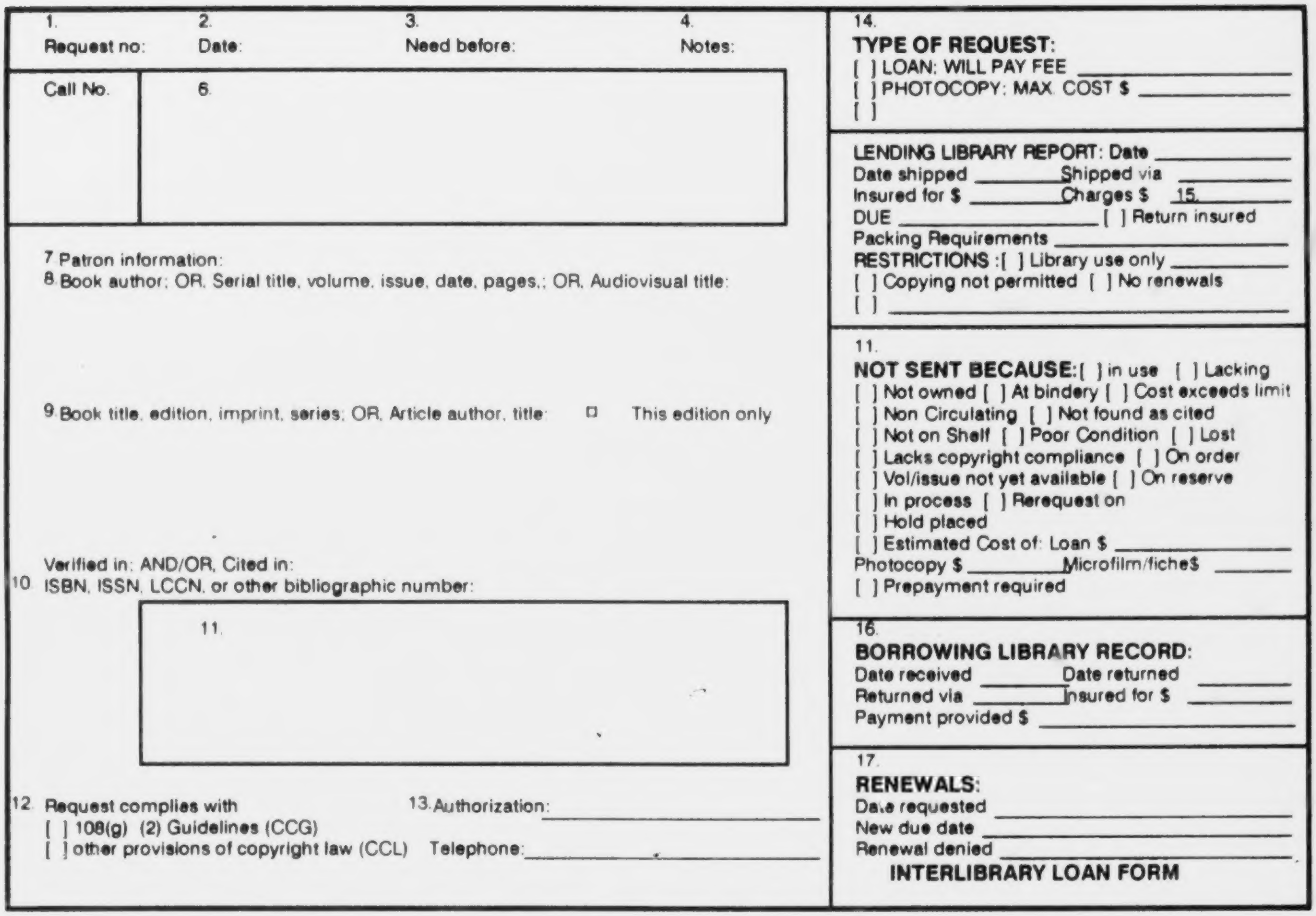
Cited in BIP 1975 (A): 342
Citation CBI 1980: 187

Unverified requests may be referred through ALIN. All information about the request provided by the patron or located by the requesting library should be given to the resource center staff. A list of sources checked unsuccessfully for verification also should be given to the staff to avoid duplication of effort.

COMPLETING AN ALA INTERLIBRARY LOAN FORM

Most libraries accept requests for interlibrary loan if they are sent on forms that comply with the standards recommended by the American Library Association (ALA). The multipart form, which can be purchased from library suppliers, does not use carbon paper, and each part (A,B,C,D) is color-coded to ensure appropriate handling as specified below:

A.	White:	Sent to and filed by the lending library.
B.	Yellow:	Sent to lending library, returned with the material to the requesting library.
C.	Pink:	Sent to lending library, returned to the borrowing library if the material cannot be sent immediately.
D.	Goldenrod:	Filed by the borrowing library and returned to the lending library when the book is returned.



1. Request no:
2. Date:
3. Need before:
4. Notes:

Call No.

6.

7 Patron information:

8 Book author; OR, Serial title, volume, issue, date, pages,; OR, Audiovisual title:

9 Book title, edition, imprint, series; OR, Article author, title: ☐ This edition only

Verified in: AND/OR, Cited in:

10 ISBN, ISSN, LCCN, or other bibliographic number:

11.

12 Request complies with
[ ] 108(g) (2) Guidelines (CCG)
[ ] other provisions of copyright law (CCL)

13 Authorization: ________________

Telephone: ________________

14.
TYPE OF REQUEST:
[ ] LOAN: WILL PAY FEE ____________
[ ] PHOTOCOPY: MAX. COST $ ____________
[ ]

LENDING LIBRARY REPORT: Date ____________
Date shipped ________ Shipped via ________
Insured for $ ________ Charges $ 15.
DUE ____________ [ ] Return insured
Packing Requirements ____________
RESTRICTIONS :[ ] Library use only ________
[ ] Copying not permitted [ ] No renewals
[ ] ____________

11.
NOT SENT BECAUSE:[ ] in use [ ] Lacking
[ ] Not owned [ ] At bindery [ ] Cost exceeds limit
[ ] Non Circulating [ ] Not found as cited
[ ] Not on Shelf [ ] Poor Condition [ ] Lost
[ ] Lacks copyright compliance [ ] On order
[ ] Vol/issue not yet available [ ] On reserve
[ ] In process [ ] Rerequest on
[ ] Hold placed
[ ] Estimated Cost of: Loan $ ________
Photocopy $ ________ Microfilm/fiche$ ________
[ ] Prepayment required

16.
BORROWING LIBRARY RECORD:
Date received ________ Date returned ________
Returned via ________ Insured for $ ________
Payment provided $ ________

17.
RENEWALS:
Date requested ________
New due date ________
Renewal denied ________

INTERLIBRARY LOAN FORM

Book Request

1. Enter whatever number(s) you use to organize the requests in your library.
2. Enter date the request is being submitted.
3. Enter the date after which the material will not be needed.
4. Provide any remarks which you feel are necessary to explain the request.
5. Leave this space empty. Classification numbers vary and each library will verify the call number for its collection.
6. Supply correct and complete name, address, zip code for your library. NOTE: This part may be used as the return mailing label.
7. Identify patron for whom the request is being placed. Give name, status (staff, library patron, faculty), and department (system headquarters may use this space to note member or branch library).
8. Supply author(s), editor(s) or sponsoring organization/institution (if there is no author).

9. Enter title, edition, place of publication, publisher, and date. For ALICAT verified records put the OCLC number (the one with L or M prefix) in parentheses after the title.

10. Give the title of index or catalog (including volume, date, page number) in which the requested work was verified, or ALICAT (for ALICAT-verified request sent to ALICAT contributor). If unable to verify, note: "cannot verify" and give source of reference which led to the request.

11. Supply complete name and address of the library or institution to which the request is being sent.

12. Check the correct box for copyright compliance if you are requesting or expect to receive a photocopy in lieu of the original work.

13. Enter the full signature and title of the librarian or staff member authorized to submit interlibrary loan requests. Add your area code and telephone number to enable others to contact you should a problem arise concerning the request.

14. Check the designated box to indicate whether the request is for loan of the original work or for receiving a photocopy. Indicate a maximum charge which your library or patron will pay for loan or for photocopying the work if it is noncirculating and indicate if microfilm, microfiche and/or photocopy (hard copy) is acceptable.

15. When the book and the form are returned to you, this space will note any charges the lending library is billing for reimbursement.

16. When the book is returned to the lending library, this section should be completed to ensure that there is a record in case the book is lost in the mail. This section provides information needed to trace the package through the U.S. Postal Service.

17. To be completed when requesting a renewal.

Periodical Request

Completing an interlibrary loan form for a periodical request is essentially the same as for a book request except in the bibliographic description of the item requested. Variations are noted below.

8. Supply the full title of the periodical, volume, number, and date of publication. Do not abbreviate the title. If verified in AULS, put OCLC number in parentheses after the title.

9. Enter the author(s) of the article, title, and inclusive pagination for the article.

10. Enter AULS for an AULS-verified request.

COPYRIGHT COMPLIANCE

It is the responsibility of each borrowing library to assure the lending library that its requests for photocopies are in full compliance with the Copyright Act of October 19, 1976 (Public Law 94-553). Much of the photocopying in libraries is covered under Section 108 of the Copyright Act "Limitations on exclusive rights: Reproduction by libraries and archives." This section notes, in part, that it is not an infringement of copyright for a library, or any of its employees acting within the scope of their employment, to reproduce **no more than one copy of a work**, or to distribute such copy if (a) the reproduction or distribution is made without any purpose of direct or indirect commercial advantage; (b) the collections of the library are open to the public; and (c) the reproduction includes a notice of copyright. The section further notes that the rights of reproduction and distribution under the section apply to a copy, made from the collection of a library where the user makes his or her request or from that of another library, of **no more than one article** or other contribution to a copyrighted collection or periodical issue, or to **a copy of a small part** of any other copyrighted work if (a) the copy becomes the property of the user and the library has had no notice that the copy would be used for any purpose other than private study, scholarship, or research; and (b) the library displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright.

Under the guidelines which have been published to assist libraries in interpreting the copyright law, a library should not request through interlibrary loan, within any calendar year, six (6) or more copies of an article or articles published in any given periodical within five years prior to the date of the request. If the library does need to request within the calendar year six (6) or more articles published in a given periodical within the last five years, the library should enter its own subscription to the periodical. Records of all requests made for copies should be retained until the end of the third complete calendar year after the end of the calendar year in which the respective request was made.

Circular R21, "Reproduction of Copyrighted Works by Educators and Librarians," which fully explains Section 108 and the other sections of the Copyright Act is available from the Copyright Office, Library of Congress, Washington, D.C. 20559 or may be borrowed from APLS.

OCLC ILL NOTIFICATION PROCEDURES

Public libraries are required to notify APLS promptly when they receive or return each book ordered for them by APLS on OCLC. They must also call APLS to request renewal of each book. They may do this either by phoning APLS or by faxing the information on an APLS Renewal/Update form to APLS.

THE NETWORK COMPONENTS

THE ALABAMA PUBLIC LIBRARY SERVICE

The Reference Department of the Alabama Public Library Service (APLS) is a statewide resource center for information services through the Alabama Library Information Network and also serves as the state library for the state government of Alabama. To fulfill the responsibilities of providing service to libraries and to state government, the collection development program concentrates heavily on acquisitions in library science, government, state and local public administration, and the social sciences. APLS also acquires circulating copies of Alabamiana, selected federal and state documents, and practice manuals/books for employment qualifying tests. Literary criticism is added along with the works being critiqued. Multiple copies of any one title are rarely purchased.

The same areas of subject strength have been developed in the serials collection as in the monograph collection, and backfiles are retained. If a specific article is not available in the state library, interlibrary loan will be used to obtain it. APLS subscribes to major national newspapers and those of major Alabama cities. Microfilm backfiles are retained for most of these titles. Newspapers do not circulate, but copies of articles can be provided.

Special resources and services of APLS include major microform collections with provisions for both hardcopy printouts and microfiche duplication where copyright is not violated, online database searching through the Bibliographic Retrieval Service (BRS) and DIALOG, and the census information through the Alabama State Data Center of which APLS is a principal agency. A list of the microform collections is included in the appendices of this manual.

Other services include reference assistance, verification of specific items if it cannot be done locally, and interlibrary loan of APLS materials as well as borrowing of materials from other libraries through interlibrary loan. The APLS Acquisitions List, made up of citations for materials added to the collection during the previous month, is sent monthly to all public libraries in Alabama. Since APLS is the only library which invites requests for interlibrary loan of recently published nonfiction materials, the Acquisitions List is distributed to encourage interlibrary loan of these new materials.

To provide for interlibrary loan services for Alabama public libraries at no charge from other libraries in Alabama, APLS funds two net-lending programs--one to reimburse public libraries for net loans to other Alabama public libraries and one to reimburse NAAL members for net loans to public libraries. Net-lending regulations and a list of NAAL members are in Appendix F.

REFERENCE AND INTERLIBRARY LOAN SERVICE CENTERS

There are six Reference and Interlibrary Loan (RILL) service centers, located in headquarters of public library systems, that provide service to member libraries and other types of libraries within their geographical area. RILL service centers are staffed by professional reference librarians whose responsibilities include the coordination of the use of local resources in libraries and other information centers to improve the services available to users and the development of a reference and interlibrary loan program among all types of libraries within their service area. The long-range goal of this "second level" service center is the processing of almost all interlibrary loans and reference referral traffic at the district level to assure a faster response to users needing materials not available in their local libraries.

The Reference and Interlibrary Loan Service Centers are located at:

1. Cheaha Regional Library
   111 W. Coleman Street
   Heflin, AL 36264
   Ph: 463-7125

2. Choctawhatchee Regional Library
   320 James Street
   Ozark, AL 36360
   Ph: 774-3112

3. Cross Trails Regional Library
P. O. Drawer 717
Opp, AL 36467
Ph: 493-9526

4. Horseshoe Bend Regional Library
203 West Street
Dadeville, AL 36853
Ph: 825-9232

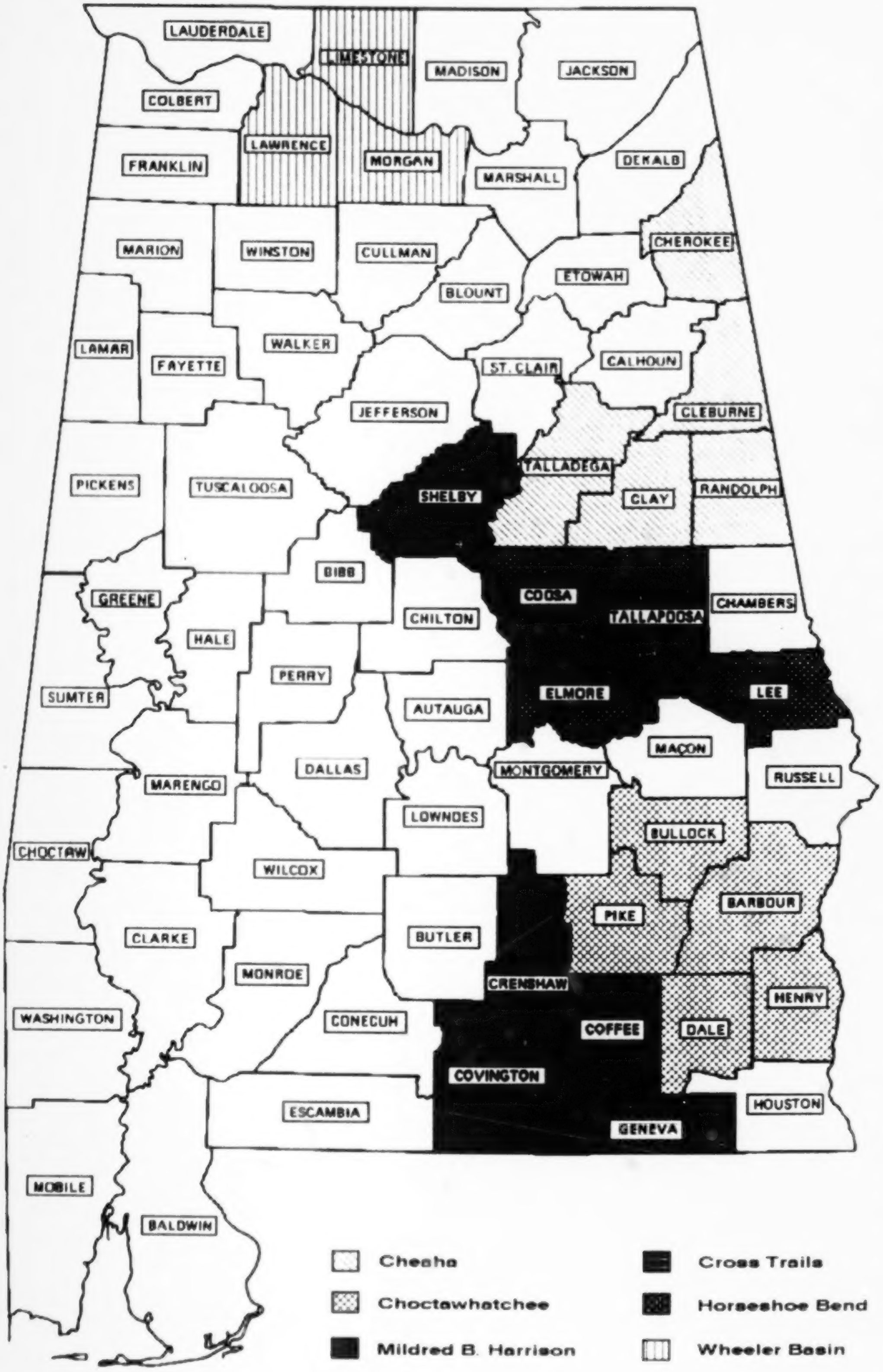
5. Mildred B. Harrison Regional Library
P. O. Box 858
Columbiana, AL 35051
Ph: 669-3910

6. Wheeler Basin Regional Library
P. O. Box 1766
Decatur, AL 35602
Ph: 353-2993

The Alabama Library Exchange (ALEX), a multitype library system based at Huntsville Public Library, provides these same services for its public, school, academic and special library members. Its address is:

Alabama Library Exchange
915 Monroe Street
P. O. Box 443
Huntsville, AL 35804
Ph: 532-5966

RILL SERVICE CENTERS


LAUDERDALE
LIMESTONE
MADISON
JACKSON
COLBERT
LAWRENCE
MORGAN
MARSHALL
DEKALB
FRANKLIN
MARION
WINSTON
CULLMAN
CHEROKEE
ETOWAH
BLOUNT
LAMAR
FAYETTE
WALKER
ST. CLAIR
CALHOUN
JEFFERSON
CLEBURNE
PICKENS
TUSCALOOSA
SHELBY
TALLADEGA
CLAY
RANDOLPH
GREENE
BIBB
COOSA
TALLAPOOSA
CHAMBERS
HALE
CHILTON
PERRY
SUMTER
AUTAUGA
ELMORE
LEE
MACON
DALLAS
MONTGOMERY
RUSSELL
MARENGO
LOWNDES
BULLOCK
CHOCTAW
WILCOX
PIKE
BARBOUR
CLARKE
BUTLER
MONROE
CRENSHAW
HENRY
WASHINGTON
CONECUH
COFFEE
DALE
COVINGTON
ESCAMBIA
HOUSTON
GENEVA
MOBILE
BALDWIN
Cheaha
Choctawhatchee
Mildred B. Harrison
Cross Trails
Horseshoe Bend
Wheeler Basin

INTERLIBRARY LOAN POLICIES OF CONTRIBUTORS TO THE ALABAMA INTERLIBRARY CATALOG (ALICAT) AND/OR THE ALABAMA UNION LIST OF SERIALS (AULS)

This chapter contains the interlibrary loan policies of libraries contributing their holdings to the Alabama Interlibrary Catalog (ALICAT) and/or the Alabama Union List of Serials (AULS). ALICAT is a microfiche catalog of approximately 4.5 million items representing over 2 million titles held in about 100 academic, public, special and junior college libraries in Alabama. The catalog assists libraries in identifying where specific titles are located so that they may borrow them directly from a library known to own the materials. This information helps reduce the amount of time a user must wait to receive material not available in the local library. ALICAT lists titles only and displays only the classification numbers assigned by the Library of Congress. These may not be the classification numbers used by the owning library.

The Alabama Union List of Serials (AULS) currently consists of over 20,000 title entries representing over 100,000 holding symbols showing where issues are located in over ninety-five libraries. It is published in paper and microfiche.

Libraries whose holdings are shown on ALICAT or in AULS have individual policies covering their lending practices. While there is some uniformity among the participating libraries, a borrowing library should follow the policies of each library from which it requests materials. In general, all libraries participating in ALICAT or AULS honor properly completed American Library Association interlibrary loan forms which can be purchased from standard library materials suppliers. ALICAT or AULS can be given as a source of verification on ILL forms sent to one of their contributors when ownership of the requested item has been verified therein.

The policies of libraries included in this chapter are arranged alphabetically by the holdings symbols on ALICAT or, if the institution is not an ALICAT contributor, its AULS symbol. If no entry is found for a library under the AULS symbol because of a difference between the ALICAT and AULS symbols, consult the list of cross-references arranged by AULS symbol. For the OCLC user's convenience, we have included a cross-reference list of libraries going from OCLC symbol to ALICAT symbol.

When more than one library is given as a holding library, a borrowing library should use APLS or the library nearest it.

HOLDING SYMBOLS OF ALICAT CONTRIBUTORS

The following libraries display their holdings on ALICAT and can be identified by the holding symbol preceding the entry. This list is arranged alphabetically by name of library.

ALICAT Symbol	Institution Name
AUL	Air University Library
AAM	Alabama A & M University
APLS	Alabama Public Library Service
ASU	Alabama State University
ALB	Albertville Public Library
AN	Andalusia Public Library
ARA	Arab Public Library
AUB	Auburn University
AUM	Auburn University At Montgomery
AUT	Autauga-Prattville Public Library
BA	Baldwin County Library System
BPL	Birmingham Public Library

ALICAT Symbol	Institution Name
BSC	Birmingham-Southern College
BL	Blountsville Public Library
BOA	Boaz Public Library
BC	Brent-Centreville Public Library
BS	Brewer State Junior College
CE	Carl Elliott Regional Library
AL	Central Alabama Community College
CRL	Cheaha Regional Library
CA	Chilton-Clanton Public Library
CCP	Choctaw County Public Library
CH	Choctawhatchee Regional Library
CT	Cross Trails Regional Library
CU	Cullman County Public Library
COL	DeKalb County Public Library
DEK	DeKalb County Public Library (See COL)
HEN	DeKalb County Public Library (See COL)
PRT	DeKalb County Public Library (See COL)
EN	Enterprise State Junior College
ES	Escambia County Cooperative Library System
FC	Fayette County Memorial Library
FS	Faulkner State Junior College
AIP	Forest Academy
GS	Gadsden State Community College
GA	Gadsden-Etowah County Public Library
WD	George C. Wallace State Community College-Dothan
WH	George C. Wallace State Community College-Hanceville
WS	George C. Wallace State Community College-Selma
GR	Greenville Public Library
GV	Guntersville Public Library
CC	H. Grady Bradshaw-Chambers County Library
HC	Hale County Library
HS	Health Sciences Library
HB	Horseshoe Bend Regional Library
HLM	Houston-Love Memorial Library
HPL	Huntsville-Madison County Public Library
JAC	Jackson Public Library
JSU	Jacksonville State University
JD	Jefferson Davis State Junior College
JS	Jefferson State Junior College
CS	John C. Calhoun State Community College
LH	Lister Hill Library of the Health Sciences
LU	Livingston University
LW	Lurleen B. Wallace State Junior College
DP	Marengo Library System-Demopolis
PC	Marion-Perry County Library
SH	Mildred B. Harrison Regional Library
MO	Mobile Public Library
MPL	Montgomery City-County Public Library

ALICAT Symbol	Institution Name
MS	Muscle Shoals Regional Library
NE	Northeast Alabama State Junior College
NS	Northwest Alabama Community College
NW	Northwest Regional Library
ON	Oneonta Public Library
PH	Patrick Henry State Junior College
PRC	Phenix City-Russell County Library
PK	Pickens County Cooperative Library
PRI	Prichard Public Library
AC	Public Library of Anniston and Calhoun County
SE	Public Library of Selma and Dallas County
RA	Rainsville Public Library
SC	St. Clair County Public Library
SAM	Samford University
SB	Scottsboro Public Library
SS	Shelton State Community College
SN	Snead State Junior College
SPH	Spring Hill College
SUM	Sumter County Library System
TVA	Tennessee Valley Authority Technical Library
TH	Thomasville Public Library
TSU	Troy State University
TUS	Tuscaloosa Public Library
TV	Tuscumbia Branch, Northwest Ala. St. Jr. College
TS	Tuskegee University
UAT	University of Alabama
UAB	University of Alabama at Birmingham
UAH	University of Alabama in Huntsville
UM	University of Montevallo
UNA	University of North Alabama
USA	University of South Alabama
USAB	University of South Alabama Biomedical Library
WC	Walker College (Jasper)
WAS	Washington County Public Library
WB	Wheeler Basin Regional Library
WIL	Wilcox County Library

HOLDING CODES OF AULS CONTRIBUTORS CROSS-REFERENCED TO ALICAT CODES

The following libraries include their periodical holdings in AULS and can be identified by the holding code preceding the entry. This list is arranged alphabetically by AULS symbol. When different, the ALICAT code appears in parentheses after the library name and is the entry point for the policies. Recently added AULS holdings may be found between editions of AULS by searching the AULS union listing online in OCLC under NAUL.

AULS Code	Institution Name (ALICAT Code)
ABB	Birmingham-Southern College (BSC)
ABC	University of Alabama at Birmingham (UAB)
ABJ	Birmingham Public Library (BPL)
ACM	University of South Alabama (USA)
ACR	Jefferson State Junior College Library (JS)
ADA	Troy State University (TSU)
ADAH	Troy State University/Montgomery
ADAP	Troy State University/Troy (TSU)
ADCA	Troy State University/Dothan (ATB in listing)
AEJ	Enterprise State Junior College (EN)
AJB	Jacksonville State University (JSU)
ALE	Health Sciences Library (HS)
ALJ	Central Alabama Community College (AL)
AMN	University of Montevallo (UM)
AMP	Mobile Public Library (MO)
AMT0	Dauphin Island Parkway Branch (MO)
AMT1	Toulminville Branch (MO)
AMT8	Cottage Hill Branch (MO)
AMT9	Monte L. Moorer Branch (MO)
ANO	University of North Alabama (UNA)
ANOC	Collier Library (UNA)
ANOR	Learning Resource Center (UNA)
ANOY	Kilby School (UNA)
ASH	Spring Hill College (SPH)
ATB	Troy State University/Dothan
ASL	Alabama Public Library Service (APLS)
AUF	U.S. Sports Academy Library
AUL	University of Alabama Law Library
BRE	Brewer State Junior College (BS)
CTE	Florala Public Library
GWS	George C. Wallace State Community College-Dothan (WD)
HOY	Hoover Public Library
MBG	Mobile College Library
MVE	Fayette County Memorial Library (FC)
MVJ	Northwest Alabama Community College (NS)
MVM	Pickens County Cooperative Library System (PK)
MVMB	Aliceville Public Library (PK)
MVMC	Carrollton Public Library (PK)
MVME	Reform Public Library (PK)
MVQ	Tuscaloosa Public Library (TUS)

AULS Code	**Institution Name (ALICAT Code)**
MVT	Walker College Library (WC)
MVX	Boaz Public Library (BOA)
MVY	John C. Calhoun State Community College Library (CS)
MVZ	DeKalb County Public Library (DEK)
MWA	Gadsden-Etowah County Public Library (GA)
MWB	Guntersville Public Library (GV)
MWD	Huntsville-Madison County Public Library (HPL)
MWE	Elbert Parsons Law Library (HPL)
MWF	Redstone Scientific Information Center
MWG	Northeast Alabama State Junior College (NE)
MWH	Forest Academy (AIP)
MWJ	Rainsville Public Library (RA)
MWK	Snead State Junior College Library (SN)
MWL	Scottsboro Public Library (SB)
MWM	Wheeler Basin Regional Library (WB)
MWMB	Athens Public Library (WB)
MWMC	Decatur Public Library (WB)
MWMD	Hartselle Public Library (WB)
MWME	Lawrence County Public Library (WB)
MWO	Huntsville Museum of Art
MWP	Huntsville City School System
MWPB	Butler High School
MWPK	Lee High School
MWQ	Gadsden State Community College Library (GS)
MWR	University of Alabama in Huntsville (UAH)
MWRA	UAH/Main Library (UAH)
MWRB	UAH/School of Primary Medical Care Library
MWT	Alabama A & M University (AAM)
MWV	Arab Public Library (ARA)
MWW	Athens State College Library
MWX	Decatur City School System
MWXC	Eastwood Elementary School Library
MWXE	Lakeview Elementary School Library
MWXJ	Westlawn Elementary School Library
MWXM	Decatur High School Library
MWY	U.S. Bureau of Mines
MWZ	Arab High School Library
MXB	Mildred B. Harrison Regional Library System (SH)
MXBA	Columbiana Public Library (SH)
MXBB	Mildred B. Harrison Regional Library (SH)
MXBC	Albert L. Scott Library (SH)
MXBD	Calera Public Library (SH)
MXBE	Helena Public Library (SH)
MXBF	Parnell Memorial Library (SH)

AULS Code	Institution Name (ALICAT Code)
MXBG	Pelham Public Library (SH)
MXBH	Lallouise Florey McGraw Public Library (SH)
MXBI	Wilsonville Public Library (SH)
MXE	Jefferson Davis State Jr. College (JD)
MXH	Lurleen B. Wallace State Junior College (LW)
MXJ	Faulkner State Junior College (FS)
MXK	George C. Wallace State Community College-Selma (WS)
NAW	Randolph School Library
NEE	Scottsboro City School System
NEEB	Scottsboro High School Library
NEEC	Page Elementary School Library
NEF	Coalbed Methane Resource Center
OAK	Oakwood College
SUY	Sumter County Library System (SUM)
TVA	Tennessee Valley Authority Technical Library (TVA)

OCLC SYMBOLS CROSS-REFERENCED TO ALICAT CODES

The following libraries have holdings in OCLC and can be identified by the holding code preceding the entry. This list is arranged alphabetically by symbol. When different, the ALICAT code appears in parentheses after the library name. The AULS code will be the same and will be the entry point for the policies if there is no ALICAT code.

OCLC Symbol	**Institution Name (ALICAT Code)**
AAA	Auburn University (AUB)
AAM	Auburn University at Montgomery (AUM)
AAR	Alabama Department of Archives & History Library
AAS	Alabama Department of Archives & History
AAU	Air University Library (AUL)
ABB	Birmingham-Southern College (BSC)
ABC	University of Alabama at Birmingham (UAB)
ABF	Samford University Library (SAM)
ABH	University of Alabama at Birmingham Health Sciences Library (LH)
ABJ	Birmingham Public Library (BPL)
ACB	University of South Alabama Biomedical Library (USAB)
ACH	Samford University (Law)
ACM	University of South Alabama (USA)
ADA	Troy State University (TSU)
AEI	US Army Corps of Engineers
AEJ	Enterprise State Junior College (EN)
AJB	Jacksonville State University (JSU)
AJU	Alabama Library Exchange
ALE	Health Sciences Library (HS)
ALG	University of Alabama Graduate School of Library Science
ALM	University of Alabama (UAT)
ALS	Alabama Supreme Court & State Law Library
ALT	Livingston University (LU)
AMN	University of Montevallo (UM)
AMP	Mobile Public Library (MO)
AMU	Alabama State University (ASU)
ANO	University of North Alabama (UNA)
ASH	Spring Hill College (SPH)
ASL	Alabama Public Library Service (APLS)
ATB	Troy State University/Dothan
AUF	U.S. Sports Academy Library
AUL	University of Alabama Law Library
MBG	Mobile College Library
MVE	Fayette County Memorial Library (FC)
MVF	Fayette County School System
MVG	Haleyville City School System
MVH	Lamar County School System
MVI	Muscle Shoals Regional Library System (MS)
MVJ	Northwest Alabama State Junior College Library (NS)
MVK	Northwest Regional Library System (NW)

OCLC Symbol	Institution Name (ALICAT Code)
MVM	Pickens County Cooperative Library (PK)
MWM	Wheeler Basin Regional Library (WB)
MVN	Pickens County School System
MVO	Tennessee Valley Authority Library (TVA)
MVQ	Tuscaloosa Public Library (TUS)
MVT	Walker College Library (WC)
MVU	Shelton State Community College Library (SS)
MVX	Boaz Public Library (BOA)
MVY	Calhoun State Community College Library (CS)
MVZ	DeKalb County Public Library (DEK)
MWA	Gadsden-Etowah County Public Library (GA)
MWB	Guntersville Public Library (GV)
MWC	Huntsville Hospital Library
MWD	Huntsville-Madison County Public Library (HPL)
MWE	Elbert Parsons Law Library
MWF	Redstone Scientific Information Center
MWG	Northeast Alabama State Junior College Library (NE)
MWI	Oakwood College Library
MWJ	Rainsville Public Library (RA)
MWK	Snead State Junior College Library (SN)
MWL	Scottsboro Public Library (SB)
MWO	Huntsville Museum of Art
MWP	Huntsville City School System
MWR	University of Alabama in Huntsville (UAH)
MWT	Alabama A & M University Library (AAM)
MWV	Arab Public Library (ARA)
MWW	Athens State College Library
MWX	DeKalb County School System
MWY	US Bureau of Mines Library
MWZ	Arab City School System
MXA	Jasper City School System
NAW	Randolph School
OAK	Oakwood College
RED	Redstone Arsenal Post Library
SCM	Stillman College
TAL	Talladega College
TRF	Ft. McClellan
TRR	US Army TRADOC. Ft. Rucker Post Library & Aviation School Library
TSR	U S Army TRADOC. Redstone Arsenal
TTB	US Army Military Police School Library Ft. McClellan
TTD	US Army Chemical School Library Ft. McClellan
TTF	US Army Aviation Training Library - Ft. Rucker
TTR	Ft. Rucker Center Library
TTW	Ft. McClellan, Abrams Library
TUS	Tuskegee University (TS)

INTERLIBRARY LOAN POLICIES

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AAM Alabama Agricultural & Mechanical Library

Address to which ILL requests are to be sent:	ILL/J.F. Drake Memorial Learning Resources Center P. O. Box 489 Normal, AL 35762
TO ATTENTION OF:	Sebastine Nwaneri
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	851-5901
AULS Symbol:	MWT
ALICAT Symbol:	AAM
OCLC Symbol:	MWT
Books:	Lend books, except rare, reserve or other heavily used books.
Reference Books:	Do not lend unless duplicate is held.
Hard Copy Periodicals:	Do not lend; photocopy sent in lieu of hard copy.
Audiovisual Materials:	Not available on interlibrary loan.
Microforms:	Do not circulate microforms but provide copies only.
Government Documents:	Same as books.
Other:	
Charges:	No charge for libraries in NAAL or APLS net-lending programs; $3.00 minimum and $0.05 per page for photocopies to other libraries.
Insurance and Postage:	No postage, but require insuring materials upon return.
Loan Period:	3 weeks from date of receipt; 1 week for renewal; 2 weeks for reference material and no renewal.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	Do not reserve; the following message is sent: "Can not supply at this time, will supply (date the material will be returned); reenter on a given date.
Notification if there will be delays or unable to fill:	Phone call for delays, unfilled requests returned by mail with notification the item is owned but unavailable if request was made through ALA form, and cannot supply if request was made online.

Acceptable ILL request formats:	Telephone requests for ILL not accepted. OCLC ILL requests preferred, but American Library Association ILL request form accepted.
Subject Searches:	Only for serious or research-related requests--not by ILL.
Special shipping methods:	None.
Libraries with which special ILL arrangements exist:	Participate in APLS net-lend reimbursement program.
Average turnaround time for handling:	4-7 days from date of receipt. ILL requests not processed two weeks during Christmas break.
Database Searches for general public:	Will search DIALOG for members of general public and bill directly.
Restrictions:	None.
In-house Collection Use Allowed:	In-house use open to everyone.
Photocopy Facilities Available:	Yes.

AC Public Library of Anniston and Calhoun County

Address to which ILL requests are to be sent:	Public Library of Anniston and Calhoun County P. O. Box 308 Anniston, AL 36202
TO ATTENTION OF:	Interlibrary Loans Reference Dept.
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	238-0474
AULS Symbol:	
ALICAT Symbol:	AC
OCLC Symbol:	
Books:	Lend books, except genealogical, rare, reserve, or other heavily used items.
Reference Books:	Do not lend; will photocopy from materials.
Hard Copy Periodicals:	Do not lend. Will photocopy article and send in lieu of original.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend. Will photocopy article(s)
Government Documents:	N/A
Other:	
Charges:	First 10 copies free; additional copies 20 cents each.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks, 2-week renewal if not on reserve.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charge.
Reserves if not available when requested:	Reserves are made automatically; cancelled if not filled in 10 days.
Notification if there will be delays or unable to fill:	Notification by mail within 10 days of items for which holds are placed.
Acceptable ILL request formats:	Only ALA ILL request forms accepted.
Subject Searches:	Specific subject requests accepted if sufficient information is provided.

Special shipping methods:	None.
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	If possible, processed on day of receipt.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

ADAH Troy State University in Montgomery

Address to which ILL requests are to be sent:	Troy State Univ./Montgomery Library 219 Church Street Montgomery, AL 36104-3425
TO ATTENTION OF:	Mrs. Pat Stewart
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	ADAH
ALICAT Symbol:	
OCLC Symbol:	
Books:	Lend books, with the following exceptions: books on reserve, selected titles in Historical Collection, bulky or fragile material, and books in current and/or recurring demand.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Photocopy sent in lieu of hard copy.
Audiovisual Materials:	Audiovisual software loaned on a very limited basis within the Montgomery area by special permission of librarian. (Full replacement fee charged for lost or damaged items. Requester must sign statement to this regard before issuance of material.)
Microforms:	Do not lend. Copy will be sent in lieu of periodicals in micro format.
Government Documents:	Same as for books.
Other:	Hard-copy theses, field projects, and dissertations loaned according to same policies as those for general books.
Charges:	No charge for libraries in NAAL, MAHIC or other consortia in which TSUM Library has entered into a cooperative agreement. All other libraries are charged as followed: Books--postage and insurance to be reimbursed in stamps with return of item.
Insurance and Postage:	Photocopies are $.10 per page plus $2.00. For postage see above.
Loan Period:	4 weeks, no renewals. AV loans restricted to 72 hours.
Replacement of Lost Items:	Lending library will replace lost item and bill borrowing library for all charges (including service charges, o.p. searches, etc.)

ADAH Troy State University In Montgomery (continued)

Reserves if not available when requested:	Reserves made only if requested on the form.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification that item is owned but unavailable.
Acceptable ILL request formats:	ALA forms accepted, and OCLC ILL requests also accepted via main campus.
Subject Searches:	Not currently provided.
Special shipping methods:	Library materials interloaned between Troy main campus and Montgomery campus delivered weekly via courier service.
Libraries with which special ILL arrangements exist:	Telephone requests accepted from members of Montgomery Area Health Information Consortium (MAHIC). No charge for NAAL participants or public libraries participating in APLS net-lender reimbursement program.
Average turnaround time for handling:	Library attempts to process all incoming ILL requests on day of receipt. ILL requests not processed for two weeks during Christmas break.
Database Searches for general public:	Not provided.
Restrictions:	No policy regarding stipulations of use in-house.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes at 10 cents per copy.

AIP Forest Academy

Address to which ILL requests are to be sent:	Forest Academy 2611 Leeman Ferry Road Huntsville, AL 35801-5611
TO ATTENTION OF:	Alberta Oliver, Library Director
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MWH
ALICAT Symbol:	AIP
OCLC Symbol:	
Books:	Lend books, except for heavily used items.
Reference Books:	Do not lend except between trimesters.
Hard Copy Periodicals:	Do not lend. Photocopy sent in lieu of hard copy.
Audiovisual Materials:	Same as books.
Microforms:	Do not lend dissertations.
Government Documents:	N/A
Other:	AIP has the PsycLit CD-ROM database produced by American Psychological Association. It produces abstracts of psychological relevance from 1,450 journal titles from 50 countries. When requesting a subject search, please list specifically your concept or approach, broad terms, narrow terms, and also the part of the subject you do NOT need.
Charges:	Photocopies and PsycLit abstracts free up to a reasonable amount. Ten cents per page for larger amounts.
Insurance and Postage:	Reimburse for items with postage and insurance reaching $1.00 or more.
Loan Period:	3 weeks, no renewals. 2 weeks for reference books between trimesters.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item plus service charge.
Reserves if not available when requested:	Reserves are made automatically; cancelled if not filled in 15 days.
Notification if there will be delays or unable to fill:	Notification by mail within 10 days of items for which holds are placed.

Acceptable ILL request formats:	Telephone requests accepted. Written request accepted on any form.
Subject Searches:	Subject searches for the PsycLit abstracts need to have narrowed down topics.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Average 2-4 days.
Database Searches for: general public:	Yes, in PsycLit for journal abstracts of psychological relevance.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

AL Central Alabama Community College

Address to which ILL requests are to be sent:	Interlibrary Loans Thomas D. Russell Library Central Alabama Community College Alexander City, AL 35010
TO ATTENTION OF:	Mrs. Carolyn D. Ingram Circulation & Reference Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	ALJ
ALICAT Symbol:	AL
OCLC Symbol:	
Books:	Two weeks.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend--photocopies available.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend--photocopies available.
Government Documents:	Two weeks.
Other:	
Charges:	No charge for photocopies.
Insurance and Postage:	Postage refund over $1.00.
Loan Period:	Two weeks.
Replacement of Lost Items:	Replace lost items.
Reserves if not available when requested:	
Notification if there will be delays or unable to fill:	Returned ILL form will indicate
Acceptable ILL request formats:	ALA ILL form.
Subject Searches:	None.
Special shipping methods:	None.
Libraries with which special ILL arrangements exist:	Local libraries allowed to borrow without using ALA forms.

AL Central Alabama Community College (continued)

Average turnaround time for handling:	One day.
Database Searches for general public:	No.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

AN Andalusia Public Library

Address to which ILL requests are to be sent:	Andalusia Public Library 212 S. Three Notch Street Andalusia, AL 36420
TO ATTENTION OF:	LaFerne Griggs Reference Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	AN
OCLC Symbol:	
Books:	Lend books (except reference, genealogical, and rare books)
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Photocopy sent in lieu of hard copy.
Audiovisual Materials:	Circulate only within Cross Trails Regional Library region.
Microforms:	Do not circulate. Printout copy provided.
Government Documents:	N/A
Other:	
Charges:	20 cents per page for photocopy requests of over 20 pages.
Insurance and Postage:	No reimbursement required.
Loan Period:	Three weeks from receipt.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of replacement.
Reserves if not available when requested:	Reserves made if requested on form.
Notification if there will be delays or unable to fill:	Delayed request or reserve notified by mail; unfilled requests returned by mail with reason given.
Acceptable ILL request formats:	ALA ILL request forms accepted; telephone requests accepted with ILL form to follow.
Subject Searches:	Only for libraries within Cross Trails region.

AN Andalusia Public Library (continued)

Special shipping methods:	N/A
Libraries with which special ILL arrangements exist:	N/A
Average turnaround time for handling:	24 hours.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

APLS Alabama Public Library Service

Address to which ILL requests are to be sent:	Alabama Public Library Service 6030 Monticello Drive Montgomery, AL 36130
TO ATTENTION OF:	Jane Marks, ILL Librarian
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	272-6514
AULS Symbol:	ASL
ALICAT Symbol:	APLS
OCLC Symbol:	ASL
Books:	Lend books except Alabamiana titles if only one copy is owned.
Reference Books:	Will not lend current edition but will lend older edition if in circulating collection.
Hard Copy Periodicals:	Will not lend.
Audiovisual Materials:	Audiocassettes same as books. Videocassettes and 16mm films should be requested through AV department and circulate on interlibrary loan depending on availability.
Microforms:	Will lend newspapers. Will make hardcopy printouts and duplicate fiche.
Government Documents:	ILL policies same as for books and for microforms.
Other:	ILL of Alabama documents same as for books.
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks.
Replacement of Lost Items:	Library will be charged the price of the specific title or of a replacement title.
Reserves if not available when requested:	Books automatically placed on reserve; notice that book has been reserved is sent.
Notification if there will be delays or unable to fill:	A notice is sent.
Acceptable ILL request formats:	1.) Telephone requests; 2.) ALA ILL forms; 3.) OCLC; 4.) Library letterhead stationary; 5.) Fax with ALA ILL forms or APLS form.
Subject Searches:	Will fill subject requests that do not involve extensive research.

APLS Alabama Public Library Service (continued)

Special shipping methods:	
Libraries with which special ILL arrangements exist:	Net-lending program with NAAL libraries and with public libraries.
Average turnaround time for handling:	24-48 hours.
Database Searches for general public:	Not for general public.
Restrictions:	Will not accept phone requests from member libraries of public library systems, branch libraries or school libraries.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

ARA Arab Public Library

Address to which ILL requests are to be sent:	Arab Public Library 403 2nd Street N.W. Arab, AL 35016
TO ATTENTION OF:	Annette Hughes Acting Associate Director
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MWV
ALICAT Symbol:	ARA
OCLC Symbol:	
Books:	Lend circulating books unless on reserve.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend; will copy at 15 cents per page.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend.
Government Documents:	Do not lend.
Other:	
Charges:	15 cents per page for photocopies.
Insurance and Postage:	Reimbursement for insurance when required.
Loan Period:	3 weeks with one renewal possible if no reserves.
Replacement of Lost Items:	Replacement copy if available or cost figure related to age and condition of original.
Reserves if not available when requested:	Will hold request for 1 month - then cancel if not available.
Notification if there will be delays or unable to fill:	Will let library know status within a week.
Acceptable ILL request formats:	Any form.
Subject Searches:	Will do.
Special shipping methods:	U.S. mail.
Libraries with which special ILL arrangements exist:	None.
Average turnaround time for handling:	Same day, if available.

Database Searches for general public: Not available.

Restrictions:

In-house Collection Use Allowed: Yes.

Photocopy Facilities Available: Yes.

ASU Alabama State University

Address to which ILL requests are to be sent:	Alabama State University Library Interlibrary Loans 915 South Jackson Street Montgomery, AL 36195
TO ATTENTION OF:	Addie McGhee Assistant Reference Librarian
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	240-3124
AULS Symbol:	
ALICAT Symbol:	ASU
OCLC Symbol:	AMU
Books:	Lend books, except special collection, rare or heavily used items.
Reference Books:	Do not lend, but there are a few exceptions.
Hard Copy Periodicals:	Do not lend. Photocopy sent in lieu of hard copy.
Audiovisual Materials:	Do not lend.
Microforms:	Photocopy sent.
Government Documents:	N/A
Other:	
Charges:	No charges for libraries in NAAL or APLS net-lending programs. Photocopies are 10 cents per exposure.
Insurance and Postage:	Charge those libraries that charge us.
Loan Period:	Three weeks, renewals granted upon request.
Replacement of Lost Items:	Charge cost of item, plus $5.00 processing fee. Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	Reserves will be made only if requested on the form.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification the item is owned but unavailable.
Acceptable ILL request formats:	Telephone requests for ILL items accepted. OCLC ILL requests and American Library Association ILL form accepted.

ASU Alabama State University (continued)

Subject Searches:	Subject searches will be made only for research-related requests.
Special shipping methods:	As requested by borrowing library and cost is passed on to the borrowing library.
Libraries with which special ILL arrangements exist:	Permission given to faculties from AUM and Huntingdon College. Students in LAMP at Lanier High School.
Average turnaround time for handling:	Two-three days.
Database Searches for general public:	Yes, on DIALOG on a limited basis when staff is available; the total cost is charged to the requestor.
Restrictions:	Will note if item should remain in library.
In-house Collection Use Allowed:	Yes. Charge-outs are not permitted.
Photocopy Facilities Available:	Yes.

ATB Troy State University/Dothan

Address to which ILL requests are to be sent:	Troy State University/Dothan 315 North Foster Street Dothan, AL 36303
TO ATTENTION OF:	Barbara Wheeler Circulation Librarian
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	793-4347
AULS Symbol:	ADCA or ATB
ALICAT Symbol:	
OCLC Symbol:	ATB
Books:	Yes, except for rare or fragile items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend.
Audiovisual Materials:	Do not lend.
Microforms:	Will supply photocopy.
Government Documents:	Yes, except reference documents.
Other:	
Charges:	$2.00 minimum for photocopies up to 10 exposures; 10 cents per page thereafter.
Insurance and Postage:	No reimbursement necessary.
Loan Period:	3 weeks use.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	No reserves except in unusual cases.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification if item owned but not available.
Acceptable ILL request formats:	ALA ILL forms; OCLC.
Subject Searches:	Not provided.
Special shipping methods:	UPS.
Libraries with which special ILL arrangements exist:	

Average turnaround time for handling:	1-2 days, except weekends.
Database Searches for general public:	Not provided.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

AUB Auburn University

Address to which ILL requests are to be sent:	R.B.D. Library I.L.L. Department Auburn University, AL 36849-5606
TO ATTENTION OF:	Linda Thornton, ILL Librarian
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	844-1753
AULS Symbol:	
ALICAT Symbol:	AUB
OCLC Symbol:	AAA
Books:	Two-week loan period.
Reference Books:	No loans.
Hard Copy Periodicals:	Photocopies available.
Audiovisual Materials:	Not available.
Microforms:	Copies available; sometimes reels are lent on special request.
Government Documents:	Two-week loan period.
Other:	
Charges:	Not for Alabama libraries.
Insurance and Postage	No reimbursement required.
Loan Period:	Two-week loan period--renewals available.
Replacement of Lost Items:	Replacement cost of the material and an additional $5.00 processing fee.
Reserves if not available when requested:	Do not reserve.
Notification if there will be delays or unable to fill:	Not available.
Acceptable ILL request formats:	No telephone requests; ALA forms or OCLC requests required.
Subject Searches:	Will attempt to fill if time permits.
Special shipping methods:	None.
Libraries with which special ILL arrangements exist:	NAAL and NAAL/APLS net-lending programs.

AUB Auburn University (continued)

Average turnaround time for handling:	5-6 days.
Database Searches for general public:	Will provide and charge patron directly; utilize WILSONLINE, DIALOG, BRS, RLIN STN, National Lib. of Medicine, Orbit, CASSIS (P.T.O.), Groundwater on Line, ASCE.
Restrictions:	Microforms must be used in the library.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

AUF U.S. Sports Academy Library

Address to which ILL requests are to be sent:	U.S. Sports Academy Library One Academy Drive Daphne, AL 36526
TO ATTENTION OF:	Betty Dance
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	626-1149
AULS Symbol:	AUF
ALICAT Symbol:	
OCLC Symbol:	AUF
Books:	Lend books except reserve or other heavily used items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Send photocopy; no hard copy
Audiovisual Materials:	Do not lend.
Microforms:	Hard copy for a fee.
Government Documents:	N/A
Other:	
Charges:	No charge if members of ABULS, AULS, NAAL or GCBLC; $5.00 for libraries not in these consortia.
Insurance and Postage:	No reimbursement required.
Loan Period:	2 weeks from date of receipt.
Replacement of Lost Items:	Current cost of replacement plus applicable service charges billed to borrowing library.
Reserves if not available when requested:	Reserves made only if requested on the form.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification the item is owned but unavailable.
Acceptable ILL request formats:	Library accepts ILL requests via SOLINET/OCLC ILL subsystem. Will accept telephone requests or official ILL paper form.
Subject Searches:	Will conduct subject search for cost plus 10%.
Special shipping methods:	Will use telefacsimile to send photocopies with set fee. No charge to NAAL libraries.

AUF U.S. Sports Academy Library (continued)

Libraries with which special ILL arrangements exist:	No charge for members of same consortia we are in: ABULS, AULS, NAAL, GCBLC.
Average turnaround time for handling:	1 day.
Database Searches for general public:	Yes. Will search Medlars, BRS; charge cost plus 10%.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

AUL (ALICAT) Air University

Address to which ILL requests are to be sent:	Air University Library/LDEX Building 1405 Maxwell AFB, AL 36112-5564
TO ATTENTION OF:	Shirley B. Laseter
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	262-4810
AULS Symbol:	N/A
ALICAT Symbol:	AUL
OCLC Symbol:	AAU
Books:	Subject to demand at AUL, available for 15-day loan from date of receipt by borrower. Limited to five items per request. Renewals on a case-by-case basis for additional 15 days. Will not lend current year publications.
Reference Books:	Current titles noncirculating; any previous editions circulate and can be lent.
Hard Copy Periodicals:	No loan.
Audiovisual Materials:	N/A
Microforms:	Books on microfilm may be lent for 15-day use. Journals on microfilm may be lent on a case-by-case basis.
Government Documents:	May be sent for 15-day use. Only a partial depository.
Other:	
Charges:	No charge but limited to photocopies of five articles per request or total of 25 pages.
Insurance and Postage:	No charge; request mailing labels be included with ALA ILL requests.
Loan Period:	15-day use from date of receipt by borrower.
Replacement of Lost Items:	Borrowing library billed the Books in Print price if still available. Our flat fee for out-of-print books is $75.00. Replacement copies of lost material will be accepted.
Reserves if not available when requested:	Do not reserve.
Notification if there will be delays or unable to fill:	Requesting library seldom notified of delays. Unfilled requests will be returned by mail.

AUF U.S. Sports Academy Library (continued)

Libraries with which special ILL arrangements exist:	No charge for members of same consortia we are in: ABULS, AULS, NAAL, GCBLC.
Average turnaround time for handling:	1 day.
Database Searches for general public:	Yes. Will search Medlars, BRS; charge cost plus 10%.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

AUL (ALICAT) Air University

Address to which ILL requests are to be sent:	Air University Library/LDEX Building 1405 Maxwell AFB, AL 36112-5564
TO ATTENTION OF:	Shirley B. Laseter
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	262-4810
AULS Symbol:	N/A
ALICAT Symbol:	AUL
OCLC Symbol:	AAU
Books:	Subject to demand at AUL, available for 15-day loan from date of receipt by borrower. Limited to five items per request. Renewals on a case-by-case basis for additional 15 days. Will not lend current year publications.
Reference Books:	Current titles noncirculating; any previous editions circulate and can be lent.
Hard Copy Periodicals:	No loan.
Audiovisual Materials:	N/A
Microforms:	Books on microfilm may be lent for 15-day use. Journals on microfilm may be lent on a case-by-case basis.
Government Documents:	May be sent for 15-day use. Only a partial depository.
Other:	
Charges:	No charge but limited to photocopies of five articles per request or total of 25 pages.
Insurance and Postage:	No charge; request mailing labels be included with ALA ILL requests.
Loan Period:	15-day use from date of receipt by borrower.
Replacement of Lost Items:	Borrowing library billed the Books in Print price if still available. Our flat fee for out-of-print books is $75.00. Replacement copies of lost material will be accepted.
Reserves if not available when requested:	Do not reserve.
Notification if there will be delays or unable to fill:	Requesting library seldom notified of delays. Unfilled requests will be returned by mail.

AUL (ALICAT) **Air University** (continued)

Acceptable ILL request formats:	Phone requests discouraged; requests accepted on any ILL form, as well as via the ILL subsystem of OCLC.
Subject Searches:	Service not available.
Special shipping methods:	Express Mail used if requesting library makes arrangements for pick-up.
Libraries with which special ILL arrangements exist:	Reciprocal agreements with a number of other academic libraries in the region.
Average turnaround time for handling:	5-10 days.
Database Searches for general public:	Not available.
Restrictions:	Use "In Library Only" restriction for irreplaceable or expensive items; no exceptions should be made by borrowing library.
In-house Collection Use Allowed:	General public may use resources in-house, but materials may not be borrowed directly.
Photocopy Facilities Available:	Two pay copiers are available; price is 10 cents per exposure.

AUL University of Alabama Law Library

Address to which ILL requests are to be sent:	Univ. of Alabama Law Library P. O. Box 6205 Tuscaloosa, AL 35487
TO ATTENTION OF:	Penny Calhoun Gibson
Telefacsimile Equipment:	OMNIFAX G-93
Telefacsimile Phone Number:	205/348-1112
AULS Symbol:	AUL
ALICAT Symbol:	
OCLC Symbol:	AUL
Books:	All with the exception of reserve, reference, special collections, loose-leaf, hard-copy periodicals, and reporters.
Reference Books:	No.
Hard Copy Periodicals:	No.
Audiovisual Materials:	No.
Microforms:	No.
Government Documents:	Same basis as books.
Other:	Form books: No.
Charges:	Yes, for photocopies to those libraries with which do not have reciprocal agreements or libraries that are not members of the Network of Alabama Academic Libraries (NAAL).
Insurance and Postage:	No reimbursement required.
Loan Period:	30 days/may renew once.
Replacement of Lost Items:	Charge the current market price of replacement.
Reserves if not available when requested:	Do not reserve.
Notification if there will be delays or unable to fill	Library calls or writes immediately.
Acceptable ILL request formats:	Do not accept requests by phone except in emergencies; prefer the ALA ILL forms but will accept others by mail.
Subject Searches:	Only a very limited effort is given to incomplete cites.
Special shipping methods:	None unless requested.

AUL University of Alabama Law Library (continued)

Libraries with which special ILL arrangements exist:	Have established 2 reciprocal agreements with law libraries that are similar in size and service: also in NAAL.
Average turnaround time for handling:	2 days.
Database Searches for general public:	Not available.
Restrictions:	At the present time accept all requests and review each on a case-by-case basis; reserve the right to change this at a later time.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

AUM Auburn University at Montgomery

Address to which ILL requests are to be sent:	AUM Library Auburn University at Montgomery Montgomery, AL 36193-0401
TO ATTENTION OF:	ILL Office
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	244-0678
AULS Symbol:	
ALICAT Symbol:	AUM
OCLC Symbol:	AAM
Books:	Lend circulating books for 4 weeks.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend.
Audiovisual Materials:	Lend only to selected libraries with approval of AUM Library.
Microforms:	Do not lend periodicals, newspapers on microform. Will lend selected government documents and monographs on microform.
Government Documents:	Same as for books.
Other:	
Charges:	Charge for photocopies $2 for first 10 pages, $1 for each additional 10 pages. Microfiche-25 cents per fiche.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks, 2-week renewal possible.
Replacement of Lost Items:	Borrowing library will be billed a $10 service charge plus $30.
Reserves if not available when requested:	Reserves may be requested.
Notification if there will be delays or unable to fill:	Note will be made on request form of reasons why was not filled.
Acceptable ILL request formats:	Requests must be submitted on OCLC or a complete ALA ILL form.

Subject Searches:	Subject and information requests are not accepted.
Special shipping methods:	Library courier service between AUM and Main Campus Library.
Libraries with which special ILL arrangements exist:	No ILL charges for NAAL member institutions and APLS net-lender reimbursement program participants.
Average turnaround time for handling:	Average 1-2 days; ILL requests not processed four days at Thanksgiving and two weeks at Christmas.
Database Searches for general public:	AUM Library provides database searches on DIALOG for the public charging all online charges plus a $10 service fee.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes, at 5 cents per page for paper and 10 cents per page for microforms.

AUT Autauga-Prattville Public Library

Address to which ILL requests are to be sent:	Interlibrary Loan Autauga-Prattville Public Library 254 Doster Street Prattville, AL 36067
TO ATTENTION OF:	Latrisha E. Brown-Egbelu Circulation Head
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	AUT
OCLC Symbol:	
Books:	Lend books, except rare, fragile and reserve.
Reference Books:	Will lend for in-library use only.
Hard Copy Periodicals:	Photocopy sent in lieu of hard copy.
Audiovisual Materials:	Same as for books.
Microforms:	
Government Documents:	Same as for reference materials.
Other:	
Charges:	First 10 photocopy exposures free. Over 10 exposures 10 cents each.
Insurance and Postage:	No charge for reasonable amount of postage to Alabama libraries. No charge for insurance for libraries in NAAL or APLS net-lending programs.
Loan Period:	4 weeks, 4-week renewal if no reserve. 12 weeks to APLS, 4-week renewal if no reserve
Replacement of Lost Items:	Borrowing library will be billed cost of replacement of item.
Reserves if not available when requested:	Reserves made automatically; cancelled if not filled in 14 days.
Notification if there will be delays or unable to fill:	Unfilled request returned by mail with explanation. Notification by mail on items for which holds are placed.
Acceptable ILL request formats:	Telephone request for ILL items accepted from APLS. Only American Library Association ILL request forms accepted from other libraries.

Subject Searches:	Searches for subject requests on the ALA request forms are accepted.
Special shipping methods:	None.
Libraries with which special ILL arrangements exist:	Participates in APLS net-lender reimbursement program.
Average turnaround time for handling:	Library strives to process all incoming ILL requests on day of receipt.
Database Searches for general public:	N/A
Restrictions:	ILL requests not accepted from libraries not adhering to proper ILL procedures as stated in Alabama Interlibrary Loan Code.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

BA Baldwin County Library System

Address to which ILL requests are to be sent:	Baldwin County Library System P. O. Box 399 Robertsdale, AL 36567
TO ATTENTION OF:	Sue Cooper
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	947-7632
AULS Symbol:	
ALICAT Symbol:	BA
OCLC Symbol:	
Books:	Lend books, except reference, rare, fragile, reserve or other heavily used items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Will send photocopy.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend.
Government Documents:	Do not lend.
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	3 weeks, 3-week renewal if no reserve.
Replacement of Lost Items:	Borrowing library will be billed cost of replacement.
Reserves if not available when requested:	Reserves are made automatically; cancelled if not filled in 1 month.
Notification if there will be delays or unable to fill:	Unfilled requests are returned by mail with notification the item is unavailable.
Acceptable ILL request formats:	Accept request on ALA interlibrary loan form only
Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	7-10 days.

Database Searches for general public:	No.
Restrictions:	School libraries must make ILL request through nearest regional public library headquarters or multitype cooperative, where appropriate.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

BC Brent-Centreville Public Library

Address to which ILL requests are to be sent:	Brent-Centreville Public Library 153 Walnut Street Centreville, AL 35042
TO ATTENTION OF:	Margie V. Collins, Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	BC
OCLC Symbol:	
Books:	Lend books, except genealogical, rare, fragile or reserve.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Send photocopies at 10 cents per page in lieu of
Audiovisual Materials:	
Microforms:	
Government Documents:	
Other:	
Charges:	10 cents per page for photocopies.
Insurance and Postage:	No reimbursement required.
Loan Period:	1 month.
Replacement of Lost Items:	Reimbursement of current price of book.
Reserves if not available when requested:	Reserve the item and send when it is available.
Notification if there will be delays or unable to fill:	
Acceptable ILL request formats:	ALA forms.
Subject Searches:	Would handle if staff time available.
Special shipping methods:	None.
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	5 days.

BC Brent-Centreville Public Library (continued)

Database Searches for general public:	Not available.
Restrictions:	Expect the borrowing library to allow reference material to be used in the library only.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

BL Blountsville Public Library

Address to which ILL requests are to be sent:	Blountsville Public Library P. O. Box 239 Blountsville, AL 35031
TO ATTENTION OF:	Sue Cook, Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	BL
OCLC Symbol:	
Books:	Lend books, except genealogical, rare, or fragile.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend.
Audiovisual Materials:	Do not lend.
Microforms:	N/A
Government Documents:	N/A
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	2-week.
Replacement of Lost Items:	Reimbursement or replacement.
Reserves if not available when requested:	Reserve automatically with cancelling in 10 days if not filled.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail.
Acceptable ILL request formats:	Telephone requests accepted.
Subject Searches:	Subject searches done only for serious or research-related requests.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	1-day.

BL Blountsville Public Library (continued)

Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

BOA Boaz Public Library

Address to which ILL requests are to be sent:	Boaz Public Library 205 South Main Street Boaz, AL 35957
TO ATTENTION OF:	Kathy Battles, Library Tech
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MVX
ALICAT Symbol:	BOA
OCLC Symbol:	
Books: All circulating books except current best-sellers.	
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Will photocopy.
Audiovisual Materials:	Do not lend.
Microforms:	No access.
Government Documents:	Do not lend.
Other:	
Charges:	Photocopies--over 3 pages at $.15 per page.
Insurance and Postage:	Reimbursement required for postage and insurance.
Loan Period:	2 weeks. Longer if needed. May call.
Replacement of Lost Items:	Borrowing library must replace book. If book cannot be replaced, must substitute one on similar subject or author.
Reserves if not available when requested:	Will reserve material as soon as possible.
Notification if there will be delays or unable to fill:	Will send note to library or call.
Acceptable ILL request formats:	Will accept telephone requests from borrowing library. However, prefer standard form.
Subject Searches:	May do at discretion of the library.
Special shipping methods:	None.

BOA **Boaz Public Library** (continued)

Libraries with which special ILL arrangements exist:	The county library.
Average turnaround time for handling:	Usually within (2) days.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

BPL Birmingham Public Library

Address to which ILL requests are to be sent:	Interlibrary Loans Birmingham Public Library 2100 Park Place Birmingham, AL 35203
TO ATTENTION OF:	Becky Scarborough Supervisor Interlibrary Loans
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	226-3731
AULS Symbol:	ABJ
ALICAT Symbol:	BPL
OCLC Symbol:	ABJ
Books:	Lend books, except genealogical, rare, special collections, best-sellers, books less than 1 year old, hot term-paper topics.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Photocopy sent in lieu of.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend. Photocopies sent in lieu of.
Government Documents:	Contact the Government Documents Department directly. Limited lending possible.
Other:	
Charges:	None if eligible under net-lending agreement; yes if not, $3.00 minimum plus 15 cents per page after first 10 pages.
Insurance and Postage:	No reimbursement required.
Loan Period:	28 days, renewal possible depending upon demand.
Replacement of Lost Items:	Borrowing library will be billed for cost of replacement based upon price in Books in Print or $20.00 if out of print.
Reserves if not available when requested:	Will reserve if stipulated with request. Will hold reserve a maximum of 4 weeks.
Notification if there will be delays or unable to fill:	Will notify within 7 days.

BPL Birmingham Public Library (continued)

Acceptable ILL request formats:	OCLC and American Library Association request form accepted.
Subject Searches:	Do not do.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Participate in APLS net-lender reimbursement program.
Average turnaround time for handling:	1-3 days.
Database Searches for general public:	For our regular clientele only.
Restrictions:	Do not accept ILL requests within Birmingham.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

BS Brewer State Junior College

Address to which ILL requests are to be sent:	Brewer State Junior College 2631 Temple Avenue North Fayette, AL 35555
TO ATTENTION OF:	Nita Sims
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	BRE
ALICAT Symbol:	BS
OCLC Symbol:	
Books:	Lend books except rare, reserve or other heavily used items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Photocopy sent in lieu of hard copy.
Audiovisual Materials:	Sent for specific show date. Do not circulate on general interlibrary loan.
Microforms:	Hard-copy printout for a fee.
Government Documents:	Interlibrary loan policies same as for books.
Other:	
Charges:	For photocopies the first 10 exposures free to members of AULS, with over 10 exposures 10 cents each. All others at the rate of 10 cents each.
Insurance and Postage:	No reimbursement required for reasonable amount.
Loan Period:	2 weeks from date of receipt, renewals if requested.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and applicable service charge. Latest available auction price for out-of-print items.
Reserves if not available when requested:	Reserves will be made only if requested on the form.
Notification if there will be delays or unable to fill:	Unfilled requests are returned by mail.
Acceptable ILL request formats:	No telephone requests for ILL items. ALA ILL forms preferred.

BS Brewer State Junior College (continued)

Subject Searches:	Not accepted.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Local public library and school in four-county area allowed to borrow without ILL forms.
Average turnaround time for handling:	Process all incoming ILL requests on day of receipt.
Database Searches for general public:	Not available.
Restrictions:	ILL requests not accepted from libraries not adhering to proper ILL procedures as stated in Alabama ILL Code.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

BSC Birmingham-Southern College

Address to which ILL requests are to be sent:	Birmingham-Southern College Charles A. Rush Learning Center Arkadelphia Road Birmingham, AL 35254
TO ATTENTION OF:	Janice Poplau, Catalog Librarian
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	251-8241
AULS Symbol:	ABB
ALICAT Symbol:	BSC
OCLC Symbol:	ABB
Books:	Lend books except reserve, reference, rare, fragile or heavily used items.
Reference Books:	Do not lend except by special authorization of Library Director.
Hard Copy Periodicals:	Do not lend. Photocopy sent in lieu of original.
Audiovisual Materials:	Do not lend on interlibrary loan.
Microforms:	Do not lend. Photocopy sent in lieu of film.
Government Documents:	Same as books.
Other:	
Charges:	No charge for libraries in NAAL or APLS net-lending programs. For libraries outside Alabama: $3.00 handling, plus $.10 per page for photocopies.
Insurance and Postage:	No charge.
Loan Period:	30 days, with 30-day renewal unless needed locally.
Replacement of Lost Items:	Lending library will replace and bill borrowing library for cost of item and any applicable service charges.
Reserves if not available when requested:	No reserves; borrower is asked to request again at a later date.
Notification if there will be delays or unable to fill:	Unfilled requests are returned by mail with an explanation as to why item is unavailable.
Acceptable ILL request formats:	OCLC ILL requests preferred, but ALA request forms or telephone requests are accepted.

Subject Searches:	Not provided.
Special shipping methods:	U.S. mail only.
Libraries with which special ILL arrangements exist:	Participate in NAAL and APLS net-lender programs.
Average turnaround time for handling:	Library strives to process all in-coming ILL requests on the day of receipt.
Database Searches for general public:	Yes. For DIALOG searches, non-Birmingham-Southern College affiliated patrons are charged directly at cost plus $10.00 per search for indirect costs.
Restrictions:	No materials are lent that are to be used only on the premises. No restrictions on in-house use.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

CA Chilton-Clanton Public Library

Address to which ILL requests are to be sent:	Chilton-Clanton Public Library 100 First Avenue Clanton, AL 35045
TO ATTENTION OF:	Larue Smith, Outreach Librarian
Telefacsimile Equipment:	OMNIFAX G-77
Telefacsimile Phone Number:	755-2130
AULS Symbol:	
ALICAT Symbol:	CA
OCLC Symbol:	
Books:	Lend books except for genealogy or reference.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Will make photocopies--we keep magazines for four years
Audiovisual Materials:	Do not lend on ILL.
Microforms:	Do not have.
Government Documents:	Do not have.
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	Three weeks.
Replacement of Lost Items:	We charge the library the cost of replacing the item.
Reserves if not available when requested:	We ask the borrowing library to request at a later date.
Notification if there will be delays or unable to fill:	We return the ILL form immediately with the reason for not sending marked.
Acceptable ILL request formats:	Telephone: ALA ILL forms and other.
Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	

CA Chilton-Clanton Public Library (continued)

Average turnaround time for handling:	Three to four weeks.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

CC H. Grady Bradshaw-Chambers County Library

Address to which ILL requests are to be sent:	H. Grady Bradshaw-Chambers County Library 3419 20th Avenue Valley, Alabama 36854
TO ATTENTION OF:	John Phillips, ILL Librarian
Telefacsimile Equipment:	OMNIFAX G-77
Telefacsimile Phone Number:	768-7272
AULS Symbol:	
ALICAT Symbol:	CC
OCLC Symbol:	
Books:	Lend books, except reserve or heavily used books
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend, photocopy sent in lieu of hard copy.
Audiovisual Materials:	Do not lend.
Microforms:	
Government Documents:	
Other:	
Charges:	First 10 pages photocopied free, any thereafter at 15 cents each exposure.
Insurance and Postage:	No reimbursement required.
Loan Period:	2 weeks with 2-week renewal if no reserves.
Replacement of Lost Items:	Borrowing library will be billed for cost of replacement.
Reserves if not available when requested:	Reserves made automatically.
Notification if there will be delays or unable to fill:	If materials are reserved or unavailable, borrowing libraries will be notified by telephone or by mail.
Acceptable ILL request formats:	Telephone and ALA ILL forms.
Subject Searches:	Done at discretion of librarian.
Special shipping methods:	

CC H. Grady Bradshaw-Chambers County Library (continued)

Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Library strives to process all incoming ILL requests on day of receipt.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	N/A
Photocopy Facilities Available:	N/A

CCP Choctaw County Public Library

Address to which ILL requests are to be sent:	Choctaw County Public Library 124 N. Academy Avenue Butler, AL 36904
TO ATTENTION OF:	Elizabeth G. Habib
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	CCP
OCLC Symbol:	
Books:	Except for genealogical materials, some o.p. Alabama books, rare, fragile, or Choctaw County materials.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not have.
Audiovisual Materials:	Do not circulate on ILL.
Microforms:	
Government Documents:	
Other:	
Charges:	25 cents per page for photocopies.
Insurance and Postage:	No reimbursement required.
Loan Period:	One month.
Replacement of Lost Items:	Borrowing library to pay current replacement cost.
Reserves if not available when requested:	Reserves made only if requested on the form or by telephone.
Notification if there will be delays or unable to fill:	Unfilled requests sent by return mail with notification that the item is not available.
Acceptable ILL request formats:	Telephone requests accepted. ALA ILL forms need to be used for mail requests.
Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	

Average turnaround time for handling:	2-3 days.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes, at 25 cents per page.

CE Carl Elliott Regional Library

Address to which ILL requests are to be sent:	Carl Elliott Regional Library 20 E. 18th Street Jasper, AL 35501
TO ATTENTION OF:	Sandra F. Underwood, Administrator
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	221-2584
AULS Symbol:	
ALICAT Symbol:	CE
OCLC Symbol:	
Books:	Will not loan new books, genealogical, rare, fragile, reserve, or other heavily used items.
Reference Books:	Will not loan reference materials.
Hard Copy Periodicals:	Will photocopy articles at 25 cents per page.
Audiovisual Materials:	N/A
Microforms:	Will not loan.
Government Documents:	Will loan for period of 4 weeks.
Other:	
Charges:	25 cents per page for photocopies.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks, four-week renewal if no reserve.
Replacement of Lost Items:	Reimbursement for replacement cost of material. If material is out of print, $15.00 charge.
Reserves if not available when requested:	Notification to the borrowing library that the material has been placed on reserve. Automatically canceled if not filled in 14 days.
Notification if there will be delays or unable to fill:	Notification by mail within 14 days of items for which holds are placed.
Acceptable ILL request formats:	American Library Association forms only.
Subject Searches:	Subject searches will be made for serious or research-related requests only.
Special shipping methods:	

CE Carl Elliott Regional Library (continued)

Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Library strives to process all incoming ILL requests on day of receipt.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

CH Choctawhatchee Regional Library

Address to which ILL requests are to be sent:	RILL Librarian Choctawhatchee Regional Library 320 James Street Ozark, Alabama 36360
TO ATTENTION OF:	Ms. Kerry Q. Phillips Reference ILL Librarian
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	774-3112
AULS Symbol:	
ALICAT Symbol:	CH
OCLC Symbol:	
Books:	Lend all books in circulating collection. May be some delay on recently published popular fiction
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend; will send photocopies of specific articles.
Audiovisual Materials:	Do not lend.
Microforms:	N/A
Government Documents:	N/A
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks.
Replacement of Lost Items:	Replacement cost of the book.
Reserves if not available when requested:	Request will be returned unfilled. Borrowing library must send a second request.
Notification if there will be delays or unable to fill:	No notification of delay. If request cannot be filled it is returned, the exception being popular fiction will hold request on recently published fiction until it can be filled.
Acceptable ILL request formats:	Accept requests on ALA ILL request form only.

CH Choctawhatchee Regional Library (continued)

Subject Searches:	Provide subject/information service to CH member libraries only.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	48 hours.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

COL DeKalb County Public Library

Address to which ILL requests are to be sent:	DeKalb County Public Library 504 Grand Avenue North Ft. Payne, AL 35967
TO ATTENTION OF:	Rachel M. Manning, Director
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	845-5623
AULS Symbol:	MVZ
ALICAT Symbol:	DEK, COL, HEN, PRT
OCLC Symbol:	
Books:	Any circulating material is available. Some genealogy material also loaned.
Reference Books:	Not loaned--copies made.
Hard Copy Periodicals:	Not loaned--photocopies made.
Audiovisual Materials:	Not loaned.
Microforms:	Not loaned.
Government Documents:	
Other:	
Charges:	None--unless number of pages is prohibitive--i.e. 50 pages or more; 20 cents per page after 50.
Insurance and Postage:	No reimbursement required.
Loan Period:	6 weeks. No renewals.
Replacement of Lost Items:	Replacement cost.
Reserves if not available when requested:	Will reserve.
Notification if there will be delays or unable to fill:	Will notify if unable to provide; will not notify for delay.
Acceptable ILL request formats:	American Library Association ILL forms; telephone requests from DeKalb County public libraries.
Subject Searches:	Not available.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Interlibrary loans made to all public libraries in DeKalb County.
Average turnaround time for handling:	3 days.

Database Searches for general public:	Not available.
Restrictions:	Will not accept ILL requests from high school libraries. Genealogy materials must be used on premises.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

CRL Cheaha Regional Library

Address to which ILL requests are to be sent:	Cheaha Regional Library 111 W. Coleman Street Heflin, AL 36264
TO ATTENTION OF:	ILL Librarian
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	463-7128
AULS Symbol:	
ALICAT Symbol:	CRL
OCLC Symbol:	
Books:	Two-week circulation period on ILL.
Reference Books:	Do not circulate or lend.
Hard Copy Periodicals:	Do not circulate.
Audiovisual Materials:	
Microforms:	
Government Documents:	
Other:	
Charges:	Photocopies free up to 10 exposures; over 10-20 cents each.
Insurance and Postage:	No reimbursement required.
Loan Period:	Two weeks from date of receipt.
Replacement of Lost Items:	Replacement cost plus $2.00.
Reserves if not available when requested:	Reserves made only if requested on the form.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification the item is owned but unavailable.
Acceptable ILL request formats:	Only ALA ILL request forms.
Subject Searches:	For member libraries only.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Process all incoming ILL requests on day of receipt.

Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

CS John C. Calhoun State Community College

Address to which ILL requests are to be sent:	Albert P. Brewer Library Interlibrary Loans John C. Calhoun State Community College P. O. Box 2216 Decatur, AL 35602
TO ATTENTION OF:	Mrs. Letha St. John Library Assistant
Telefacsimile Equipment:	OMNIFAX G-77
Telefacsimile Phone Number:	355-0905
AULS Symbol:	MVY
ALICAT Symbol:	CS
OCLC Symbol:	MVY
Books:	Lend books, except reference, reserve, and Alabama Collection.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend bound volume. Will photocopy from hard copy, microfilm, and microfiche.
Audiovisual Materials:	Do not circulate.
Microforms:	Do not circulate.
Government Documents:	Interlibrary loan policies same as for books.
Other:	
Charges:	No charge for books; 15 cents per page for photocopies above 5 exposures.
Insurance and Postage:	No reimbursement required.
Loan Period:	Two weeks from date of receipt; renewal of two weeks if no reserve.
Replacement of Lost Items:	Borrowing library will either replace lost item or be responsible for replacement cost plus applicable service charges.
Reserves if not available when requested:	Reserves will be made only if requested on the form.
Notification if there will be delays or unable to fill:	Phone call preferred to determine if book is available for interlibrary loan. Notification by mail within ten days of items for which holds are placed. Unfilled requests, where reserves are not requested, returned by mail.

Acceptable ILL request formats:	Requests accepted by telephone if urgent, but ALA ILL request forms preferred.
Subject Searches:	Not accepted.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Library participates in ALEX INFO-PASS program
Average turnaround time for handling:	Two days.
Database Searches for general public:	Not available.
Restrictions:	Libraries located within twenty-five miles of this library should send users with Info-Pass to get book.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

CT Cross Trails Regional Library

Address to which ILL requests are to be sent:	Cross Trails Regional Library P. O. Drawer 717 Opp, AL 36467
TO ATTENTION OF:	RILL Librarian
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	493-7503
AULS Symbol:	
ALICAT Symbol:	CT
OCLC Symbol:	
Books:	Will lend books, except for genealogical, local history, rare, fragile, reserve or other heavily used items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Photocopies only.
Audiovisual Materials:	Do not lend on ILL.
Microforms:	
Government Documents:	
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	Two weeks from date of receipt.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	Reserves made only if requested on the form.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail.
Acceptable ILL request formats:	Accepts ILL request forms using ALA format; telephone requests from Cross Trails member libraries only.
Subject Searches:	Subject searches will be made only for serious or research-related requests of Cross Trails member libraries.
Special shipping methods:	

CT Cross Trails Regional Library (continued)

Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	5-7 days.
Database Searches for general public:	Not available.
Restrictions:	Small public libraries that are members of a public library system should send their ILL requests through their system's headquarters library. School libraries must make ILL requests through the nearest regional public library headquarters or multitype cooperative, where appropriate. We will send some materials for use on premises only, such as local history, if we have more than one copy in our collection.
In-house Collection Use Allowed:	Yes, but stacks are closed.
Photocopy Facilities Available:	Yes.

CU Cullman County Public Library

Address to which ILL requests are to be sent:	Cullman County Public Library 200 Clark St. NE Cullman, AL 35055
TO ATTENTION OF:	Vivian Bailey, Circulation Asst.
Telefacsimile Equipment:	OMNIFAX G-77
Telefacsimile Phone Number:	734-6902
AULS Symbol:	
ALICAT Symbol:	CU
OCLC Symbol:	
Books:	Lend books except those marked DAR or R
Reference Books:	Photocopy up to ten (10) specified pages free. Above that 15 cents per page and $1.00 for research and postage.
Hard Copy Periodicals:	Do not lend. Photocopy up to ten pages free. Above that 15 cents per page and $1.00 for research and postage.
Audiovisual Materials:	
Microforms:	
Government Documents:	
Other:	
Charges:	For all photocopy requests of over 10 specified pages, 15 cents per copy and $1.00 for handling.
Insurance and Postage:	No reimbursement required.
Loan Period:	Three (3) weeks.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	Reserves made only if requested on the ILL form
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail
Acceptable ILL request formats:	Accept ILL requests on American Library Association forms only.
Subject Searches:	Not accepted.

CU Cullman County Public Library (continued)

Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	As soon as possible.
Database Searches for general public:	Not available.
Restrictions:	ILL requests not accepted from libraries not adhering to proper ILL procedures as stated in Alabama Interlibrary Loan Code.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

DP Marengo Library System

Address to which ILL requests are to be sent:	Marengo Library System 609 South Cedar Avenue Demopolis, AL 36732
TO ATTENTION OF:	Ouida H. Kane, Asst. Director
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	289-8260
AULS Symbol:	
ALICAT Symbol:	DP
OCLC Symbol:	
Books:	Lend books, except genealogical, rare, fragile, reserve or other heavily used items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend unless duplicate is held. Photocopy sent in lieu of hard copy.
Audiovisual Materials:	Filmstrip sets for specific show dates. Audiorecordings and cassettes do not circulate on interlibrary loan.
Microforms:	Not applicable.
Government Documents:	Not applicable.
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks; renewal if no reserve.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	Reserves made only if requested on the form or by telephone.
Notification if there will be delays or unable to fill:	Unfilled request returned by mail with reason given.
Acceptable ILL request formats:	ALA ILL forms and telephone requests accepted.
Subject Searches:	Do not accept.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	

Average turnaround time for handling:	3-4 days.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

EN Enterprise State Junior College

Address to which ILL requests are to be sent:	Enterprise State Junior College P. O. Box 1300 Enterprise, AL 36331
TO ATTENTION OF:	Jean Southwell Reference Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	AEJ
ALICAT Symbol:	EN
OCLC Symbol:	AEJ
Books:	Lend books, except genealogical, reserve, or other heavily used items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend; photocopy supplied at ten cents per page.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend; copy supplied at ten cents per page.
Government Documents:	ILL policies same as for books.
Other:	
Charges:	$2.00 for each periodical request plus photocopy charge of $.10 per page.
Insurance and Postage:	No reimbursement required.
Loan Period:	Four weeks, four-week renewal if no reserve.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	Reserves made only if requested on the form.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail.
Acceptable ILL request formats:	ILL requests via SOLINET/OCLC Interlibrary Loan Subsystem, American Library Association ILL request forms, and telephone requests are accepted.
Subject Searches:	Not accepted.

EN Enterprise State Junior College (continued)

Special shipping methods:	
Libraries with which special ILL arrangements exist:	No charge for ILL to local libraries.
Average turnaround time for handling:	Average 2-3 days. ILL requests not processed for two weeks during Christmas break.
Database Searches for general public:	Not available.
Restrictions:	ILL requests not accepted from libraries not adhering to proper ILL procedures as stated in Alabama Interlibrary Loan Code.
In-house Collection Use Allowed:	Yes. Large groups, such as high school classes, should notify the library at least one day prior to their visit.
Photocopy Facilities Available:	Yes.

ES Escambia County Cooperative Library System

Address to which ILL requests are to be sent:	Escambia County Cooperative Library System 700 E. Church Street P. O. Box 1026 Atmore, AL 36504
TO ATTENTION OF:	
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	368-4130
AULS Symbol:	
ALICAT Symbol:	ES
OCLC Symbol:	
Books:	Lend.
Reference Books:	Not available.
Hard Copy Periodicals:	Not available.
Audiovisual Materials:	Not available.
Microforms:	Not available.
Government Documents:	Not available.
Other:	
Charges:	
Insurance and Postage:	
Loan Period:	4 weeks.
Replacement of Lost Items:	Borrowing library may replace book according to price in current BIP.
Reserves if not available when requested:	Not available.
Notification if there will be delays or unable to fill:	So stated, if unable to fill request.
Acceptable ILL request formats:	Prefer ALA ILL request forms.
Subject Searches:	Not available.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Requests filled usually within 24 hours after receipt

ES Escambia County Cooperative Library System (continued)

Database Searches for general public:	Not available.
Restrictions:	When requested, materials should be used in the library.
In-house Collection Use Allowed:	Not available.
Photocopy Facilities Available:	Not available.

FC Fayette County Memorial Library

Address to which ILL requests are to be sent:	Fayette County Memorial Library 326 Temple Avenue North Fayette, AL 35555
TO ATTENTION OF:	
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MVE
ALICAT Symbol:	FC -
OCLC Symbol:	
Books:	Loan for a period of 2 weeks.
Reference Books:	Will not loan genealogy reference.
Hard Copy Periodicals:	N/A
Audiovisual Materials:	N/A
Microforms:	N/A
Government Documents:	N/A
Other:	
Charges:	For photocopies--25 cents per page.
Insurance and Postage:	No reimbursement required.
Loan Period:	2 weeks.
Replacement of Lost Items:	Item must be paid for at current replacement price.
Reserves if not available when requested:	Place a reserve note on the material and loan when it becomes available; no time limit on waiting period for material unless requested by borrowing library.
Notification if there will be delays or unable to fill:	Written notification sent stating a delay or reason request could not be filled.
Acceptable ILL request formats:	Telephone requests would be accepted, as well as written on any form.
Subject Searches:	Subject search done; however, may take longer than usual time to locate material requested.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Not more than 2 days.

FC Fayette County Memorial Library (continued)

Database Searches for general public:	Not available.
Restrictions:	The "in-house" use would apply if we sent an item that we knew to be out-of-print and not replaceable.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

FS Faulkner State Junior College

Address to which ILL requests are to be sent:	Austin R. Meadows Library Faulkner State Junior College Bay Minette, AL 36507
TO ATTENTION OF:	Barbara A. Moseley, Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MXJ
ALICAT Symbol:	FS
OCLC Symbol:	
Books:	1-month use if available.
Reference Books:	Will copy pages needed.
Hard Copy Periodicals:	Will copy articles.
Audiovisual Materials:	No.
Microforms:	No.
Government Documents:	N/A
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	1 month.
Replacement of Lost Items:	
Reserves if not available when requested:	Do not reserve.
Notification if there will be delays or unable to fill:	When not available, notice is mailed to the borrowing library.
Acceptable ILL request formats:	No telephone request must have ILL request form.
Subject Searches:	Not done.
Special shipping methods:	UPS.
Libraries with which special ILL arrangements exist:	Cooperative agreement with Fairhope Public Library to loan any of our materials for any of their patrons.
Average turnaround time for handling:	Two days.
Database Searches for general public:	Not available.

Restrictions:

In-house Collection Use Allowed: Yes.

Photocopy Facilities Available: Yes.

GA Gadsden-Etowah County Public Library

Address to which ILL requests are to be sent:	Gadsden-Etowah County Public Library 254 College Street Gadsden, AL 35999
TO ATTENTION OF:	Mrs. Dee Keener, Library Asst.
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	549-4766
AULS Symbol:	MWA
ALICAT Symbol:	GA
OCLC Symbol:	
Books:	Lend books, except genealogical, rare, fragile, reserve or heavily used items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Photocopy sent in lieu of hard copy.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend. Copy sent in lieu of microform.
Government Documents:	Same as for books.
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	3 weeks, 2-week renewal if no reserve.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges. Latest available auction price for items that cannot be obtained in print.
Reserves if not available when requested:	Reserves made automatically.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification the item is unavailable or put on reserve.
Acceptable ILL request formats:	Telephone requests for ILL items accepted. ILL form should follow by mail.
Subject Searches:	Limited subject searches as time permits.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Participates in APLS/NAAL net-lending program.

GA Gadsden-Etowah County Public Library (continued)

Average turnaround time for handling:	Library strives to process all incoming ILL requests on day of receipt.
Database Searches for general public:	Not available.
Restrictions:	ILL requests not accepted from libraries not adhering to proper ILL procedures as stated in Alabama Interlibrary Loan Code.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

GS Gadsden State Community College

Address to which ILL requests are to be sent:	Interlibrary Loan Department Meadows Learning Resources Center Gadsden State Community College 1001 George Wallace Drive Gadsden, AL 35999-9990
TO ATTENTION OF:	Mrs. Betty Estes Technical Services Technician
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MWQ
ALICAT Symbol:	GS
OCLC Symbol:	
Books:	Any book in general circulating collection may be requested.
Reference Books:	No reference materials circulated outside library.
Hard Copy Periodicals:	Do not circulate.
Audiovisual Materials:	Do not circulate.
Microforms:	Only hard copies from microforms may be requested. Microforms do not circulate.
Government Documents:	N/A
Other:	
Charges:	For photocopies--$1.00 minimum up to 10 copies. For all over ten copies the charge is 10 cents per copy.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks. Request must be made in writing for loan period extension.
Replacement of Lost Items:	Charge for replacement of lost materials is current retail price plus $5.00 processing costs.
Reserves if not available when requested:	Requesting library notified immediately if materials are not available. Requesting library must submit new request.
Notification if there will be delays or unable to fill:	Requesting library notified immediately.
Acceptable ILL request formats:	Telephone requests accepted with stipulation that the request on ALA ILL request form will follow. Prefer only ALA ILL forms.

GS Gadsden State Community College (continued)

Subject Searches:	Not available.
Special shipping methods:	Will ship by U.P.S. if requested by requesting library.
Libraries with which special ILL arrangements exist:	Adhere to the policies established by ALEX.
Average turnaround time for handling:	If available, materials are shipped immediately upon receipt of request. At the latest, materials are shipped by the second day after the request is received.
Database Searches for general public:	Not available.
Restrictions:	Requesting library must set own stipulations.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

GV Guntersville Public Library

Address to which ILL requests are to be sent:	Interlibrary Loan Guntersville Public Library 1240 O'Brig Avenue Guntersville, AL 35976
TO ATTENTION OF:	Joanne Walker, Director
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MWB
ALICAT Symbol:	GV
OCLC Symbol:	
Books:	Any (no more than 3 per person), but "general, rare, fragile, reserve or other heavily used."
Reference Books:	Will xerox.
Hard Copy Periodicals:	Will xerox.
Audiovisual Materials:	Will not lend.
Microforms:	Can copy microfilm if citation included with request.
Government Documents:	If requested and not a reference (which can be xeroxed), then loan.
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement necessary.
Loan Period:	One month and longer if book is not in demand and borrower makes a request for an extension.
Replacement of Lost Items:	For a needed O.P. item, full price of O.P. book and processing fee. If in-print B.I.P. cost plus processing fee. If not in B.I.P., then original price and processing fee.
Reserves if not available when requested:	Inform requestor of status. They can request at a later date.
Notification if there will be delays or unable to fill:	Call first to check status or file again at a later date
Acceptable ILL request formats:	Within ALEX phone calls or written requests are used; otherwise American Library Association ILL forms. Local school and public libraries can request by phone.

Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	ALEX members.
Average turnaround time for handling:	One day.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

HB Horseshoe Bend Regional Library

Address to which ILL requests are to be sent:	Interlibrary Loans Horseshoe Bend Regional Library 203 West Street Dadeville, AL 36853
TO ATTENTION OF:	RILL Librarian
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	825-4314
AULS Symbol:	
ALICAT Symbol:	HB
OCLC Symbol:	
Books:	Lend books, except genealogical, rare, fragile, reserve, current best-sellers and other high demand material.
Reference Books:	Will not lend.
Hard Copy Periodicals:	Will not lend. Will photocopy articles.
Audiovisual Materials:	Will not lend.
Microforms:	Will not lend.
Government Documents:	Will lend government documents except those in reference.
Other:	
Charges:	None
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks, 2-week renewal.
Replacement of Lost Items:	Cost of book plus a processing fee.
Reserves if not available when requested:	Will reserve any material not available at the time of the request with the exceptions of current best-sellers and other high-demand material.
Notification if there will be delays or unable to fill:	3 days notification.
Acceptable ILL request formats:	Will accept ALA ILL request forms only.
Subject Searches:	Do not perform subject searches for libraries outside system.
Special shipping methods:	

HB Horseshoe Bend Regional Library (continued)

Libraries with which special ILL arrangements exist:	Intra-library loan system within the region.
Average turnaround time for handling:	2 days.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

HC Hale County Library

Address to which ILL requests are to be sent:	Hale County Library P. O. Box 399 Greensboro, AL 36744
TO ATTENTION OF:	Betty C. Ferguson, Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	HC
OCLC Symbol:	
Books:	May be borrowed for 4 weeks.
Reference Books:	Do not lend.
Hard Copy Periodicals:	None.
Audiovisual Materials:	None.
Microforms:	None.
Government Documents:	May be borrowed for 4 weeks but request they stay on library premises.
Other:	
Charges:	10 cents per page for photocopies.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks.
Replacement of Lost Items:	Replace lost item or pay equivalent cost of lost item.
Reserves if not available when requested:	No reserves.
Notification if there will be delays or unable to fill:	Write note to make this information available.
Acceptable ILL request formats:	Telephone requests accepted.
Subject Searches:	Not provided.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	1 day.

Database Searches for general public:	Not available.
Restrictions:	Government documents or rare books that cannot be replaced to be used on premises.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

HLM Houston-Love Memorial Library

Address to which ILL requests are to be sent:	Houston-Love Memorial Library 212 West Burdeshaw Street P. O. Box 1369 Dothan, AL 36303
TO ATTENTION OF:	Ref./ILL Librarian
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	793-6645
AULS Symbol:	
ALICAT Symbol:	HLM
OCLC Symbol:	
Books:	Lend books except for those with 7-day loan period and single copy local history/genealogical materials.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend; will provide photocopy.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend.
Government Documents:	Do not lend.
Other:	Do not lend maps.
Charges:	First 10 exposures free for photocopies. Over 10 exposures at 15 cents each.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks, 2-week renewal to Alabama libraries if no reserve.
Replacement of Lost Items:	Borrowing library will be billed for replacement cost plus a $5.00 processing charge. Borrowing library will be billed at $15.00 for out-of-print items plus a $5.00 processing charge.
Reserves if not available when requested:	Reserves made automatically with notification by mail; cancelled if not filled in 3 months.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification of reason.
Acceptable ILL request formats:	Only American Library Association ILL request forms accepted.
Subject Searches:	No subject searches.
Special shipping methods:	UPS.

Libraries with which special ILL arrangements exist:	Borrowing between HLM and TSU/D collections allowed without using ALA forms. Participates in APLS net-lender reimbursement program.
Average turnaround time for handling:	1-2 days.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

HOY Hoover Public Library

Address to which ILL requests are to be sent:	Birmingham Public Library 2100 Park Place Birmingham, AL 35203
TO ATTENTION OF:	Interlibrary Loan Department
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	HOY
ALICAT Symbol:	
OCLC Symbol:	
Books:	Lend books, except best-sellers.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Photocopies sent in lieu of hard copies.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend.
Government Documents:	Not available.
Other:	Request should be made through Birmingham Public Library ILL Department.
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	Two weeks.
Replacement of Lost Items:	Replacement cost no processing fee.
Reserves if not available when requested:	Reserve for one month.
Notification if there will be delays or unable to fill:	
Acceptable ILL request formats:	
Subject Searches:	Not provided.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	N/A
Database Searches for general public:	Not available.

HOY Hoover Public Library (continued)

Restrictions:

In-house Collection Use Allowed: Yes.

Photocopy Facilities Available: Yes.

HPL Huntsville-Madison County Public Library

Address to which ILL requests are to be sent:	Interloan Librarian Huntsville-Madison Co. Pub. Lib. P.O. Box 443 Huntsville, AL 35804
TO ATTENTION OF:	Interloan Librarian
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	532-5994/532-5967 ILL Office
AULS Symbol:	MWD (Huntsville)
ALICAT Symbol:	HPL (Huntsville)
OCLC Symbol:	AJU (ALEX)
Books:	Will lend except for those that are high-demand titles, reference books and single-copy items in the Huntsville Heritage Room.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend bound and single issue periodicals.
Audiovisual Materials:	Do not lend except those audiovisual materials in the International Media Center that were purchased with LSCA funds.
Microforms:	Do not lend.
Government Documents:	Not applicable.
Other:	Do not lend computer software.
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks. Items may be renewed if not on reserve for another patron.
Replacement of Lost Items:	The borrowing library is responsible for paying the cost of the item. For materials from the International Media Center, borrowing library is responsible for replacement. There is no charge for cataloging and processing.
Reserves if not available when requested:	Items that are not best-sellers or high-demand items will be put on reserve.
Notification if there will be delays or unable to fill:	Libraries using American Library Association ILL request forms are notified immediately. Libraries using other means of requesting are notified as soon as possible.

Acceptable ILL request formats:	Telephone requests for ILL items accepted when time is a critical factor. Members of the Alabama Library Exchange may submit requests on ALEX ILL forms.
Subject Searches:	Subject or information requests are accepted from Alabama Library Exchange members only.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Through the Alabama Library Exchange, Library Management Network and AULS, materials are exchanged among local public, school, academic and special libraries. We participate in the APLS net-lender reimbursement program.
Average turnaround time for handling:	We strive to process all incoming ILL requests on the day of receipt.
Database Searches for general public:	Yes. We provide $15.00 of free searching time on DIALOG each month to individual library patrons. Any charges over the initial $15.00 are paid by the patron.
Restrictions:	Instructions of the lending library are followed for items to be used on premises.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

HS Health Sciences Library

Address to which ILL requests are to be sent:	Interlibrary Loans Health Sciences Library University of Alabama Box 870378 Tuscaloosa, AL 35487-0378
TO ATTENTION OF:	Sharon Glenn, Library Asst. III
Telefacsimile Equipment:	OMNIFAX 9S2M
Telefacsimile Phone Number:	348-9563
AULS Symbol:	ALE
ALICAT Symbol:	HS
OCLC Symbol:	ALE
Books:	Loan for 30-day period.
Reference Books:	Do not circulate.
Hard Copy Periodicals:	Do not circulate.
Audiovisual Materials:	30 days.
Microforms:	
Government Documents:	
Other:	
Charges:	Yes, except NAAL and APLS net-lending participants.
Insurance and Postage:	No reimbursement required.
Loan Period:	30 days.
Replacement of Lost Items:	Replacement costs plus $5.00 service charge.
Reserves if not available when requested:	
Notification if there will be delays or unable to fill:	
Acceptable ILL request formats:	American Library Association ILL forms; OCLC; DOCLINE.
Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Do not charge NAAL-members, APLS, or Alabama public libraries in net lending.

Average turnaround time for handling:	1 day.
Database Searches for general public:	Will search and bill directly for searches on MEDLINE through NLM, PsycInfo on DIALOG and CINAHL on DIALOG.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

JD Jefferson Davis State Junior College

Address to which ILL requests are to be sent:	Leigh Library Jefferson Davis State Jr. College P. O. Drawer 1569 Brewton, AL 36427
TO ATTENTION OF:	Ann Biggs-Williams Assistant Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MXE
ALICAT Symbol:	JD
OCLC Symbol:	
Books:	Lend books for two weeks except for reference and reserve books.
Reference Books:	Do not lend reference books.
Hard Copy Periodicals:	Do not lend periodicals. Photocopies sent in lieu of hard copy at 10 cents per page.
Audiovisual Materials:	Do not circulate audiovisuals on interlibrary loan.
Microforms:	Do not circulate microforms on interlibrary loan. Do not have facilities to make hard-copy printout.
Government Documents:	
Other:	
Charges:	Photocopies 10 cents per page.
Insurance and Postage:	To be reimbursed.
Loan Period:	2 weeks, 2-week renewal if no reserve.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	Reserves will be made only if requested on the form.
Notification if there will be delays or unable to fill:	Notification by mail within 10 days of items for which holds are placed. Unfilled requests returned by mail with notification the item is owned but unavailable.
Acceptable ILL request formats:	Only American Library Association ILL request forms accepted.
Subject Searches:	Not provided.

Special shipping methods:	
Libraries with which special ILL arrangements exist:	Students in grades 9-12 in 2-county recruitment area allowed to obtain library card and check out books.
Average turnaround time for handling:	Within three days. Ill requests not processed during quarter breaks.
Database Searches for general public:	Not available.
Restrictions:	ILL requests not accepted from libraries not adhering to proper ILL procedures as stated in the Alabama Interlibrary Loan Code. ILL items are not limited to on-the-premises use of borrowing library.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

JS Jefferson State Junior College

Address to which ILL requests are to be sent:	Reference Librarian Jefferson State-Allen Library Pinson Valley Parkway at 2601 Carson Road Birmingham, AL 35215
TO ATTENTION OF:	Judy Dawson, Reference Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	ACR
ALICAT Symbol:	JS
OCLC Symbol:	
Books:	Lend books except rare, fragile, reserve or heavily used items.
Reference Books:	Do not lend unless duplicate is held.
Hard Copy Periodicals:	Do not lend; photocopy sent in lieu of hard copy for a fee.
Audiovisual Materials:	Do not lend.
Microforms:	Hard-copy printout sent for a fee.
Government Documents:	Lend materials; except documents on reserve, reference, or heavily used items.
Other:	
Charges:	Photocopies free up to a reasonable amount. Fifteen cents per exposure for lengthy request or for frequent requests from the same library.
Insurance and Postage:	Demand/number of requests from a library and local institutional budget will determine if borrowing library will be asked to reimburse for insurance and postage.
Loan Period:	Two weeks from date of receipt.
Replacement of Lost Items:	Borrowing library will be billed cost of replacement at auction and cost of search on o.p. market and applicable processing charges.
Reserves if not available when requested:	No reserves.
Notification if there will be delays or unable to fill:	Unfilled request returned by mail.

JS Jefferson State Junior College (continued)

Acceptable ILL request formats:	Only American Library Association ILL request forms accepted.
Subject Searches:	Not accepted.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Have an interinstitutional cooperative borrowing agreement with UAB, Lawson State, Birmingham-Southern, Miles College and Bessemer Tech.
Average turnaround time for handling:	2 - 3 days.
Database Searches for general public:	Do not provide.
Restrictions:	Small public libraries belonging to a system should send their ILL requests through their system's headquarters. School libraries must make ILL request through nearest public system library headquarters or cooperative, where appropriate.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

JSU Jacksonville State University

Address to which ILL requests are to be sent:	Interlibrary Loan Service Jacksonville State University Library Jacksonville, AL 36265
TO ATTENTION OF:	Debra E. Thompson Interlibrary Loan Technician
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	435-8216
AULS Symbol:	AJB
ALICAT Symbol:	JSU
OCLC Symbol:	AJB
Books:	Will lend.
Reference Books:	Will not lend.
Hard Copy Periodicals:	Will not lend.
Audiovisual Materials:	Will not lend.
Microforms:	Will lend for research only.
Government Documents:	
Other:	
Charges:	Out-of-state and Alabama junior colleges, hospitals, etc. that are not associated with NAAL are charged. For books loaned, request postage reimbursement. Photocopies at 10 cents to 15 cents per page plus $1.00 for postage and handling, 10 cents for paper and 15 cents for microform.
Insurance and Postage:	Reimbursement for out-of-state libraries only, Alabama junior colleges, hospitals, etc. that are not associated with NAAL.
Loan Period:	ALA forms 1 month. OCLC 1 month.
Replacement of Lost Items:	Replacement price found in Books in Print plus $3.00 processing fee.
Reserves if not available when requested:	
Notification if there will be delays or unable to fill:	
Acceptable ILL request formats:	Will not accept telephone requests. Will accept any ILL form.

Subject Searches:	N/A
Special shipping methods:	
Libraries with which special ILL arrangements exist:	NAAL Network of Alabama Academic Libraries.
Average turnaround time for handling:	Library strives to process all incoming ILL requests on day of receipt. Average 1 day between time an ILL request is received and the time it is shipped. ILL requests not processed for two weeks during Christmas break and 1 week during AEA week.
Database Searches for general public:	Provide searches to general public on BRS, DIALOG and WILSONLINE and bill directly.
Restrictions:	Do not accept ILL requests from out-of-state libraries that refuse to reimburse for postage.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

LH Lister Hill Library of the Health Sciences

Address to which ILL requests are to be sent:	Interlibrary Loan Lister Hill Library of the Health Sciences UAB Station Birmingham, Alabama 35294
TO ATTENTION OF:	Elizabeth Wills, ILL Manager
Telefacsimile Equipment:	OMNIFAX 9-S
Telefacsimile Phone Number:	939--0224
AULS Symbol:	
ALICAT Symbol:	LH
OCLC Symbol:	
Books:	4-week loan.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Photocopies of journal articles within copyright restrictions. $5 (coupon) or $6 if billed. No charge to Alabama public libraries and members of NAAL.
Audiovisual Materials:	Through Multi-Media Health Library (934-3050) at no charge.
Microforms:	Do not lend.
Government Documents:	Integrated into book and journal collections.
Other:	
Charges:	Yes for photocopy--$5 (coupon) or $6 if billed. No charge to Alabama public libraries and members of NAAL.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks.
Replacement of Lost Items:	Full replacement charge if in print; $40 if not in print--plus $15 processing fee.
Reserves if not available when requested:	Resubmit at a later date or refer to another library
Notification if there will be delays or unable to fill:	If longer than four days, requests are usually either returned or referred.
Acceptable ILL request formats:	ALA/ILL forms; CLASS/ONTYME; DOCLINE; telephone if emergency; and OCLC.

Subject Searches:	If required, database search fees are applied but only after clearance from requester.
Special shipping methods:	Telefax; Federal Express; UPS.
Libraries with which special ILL arrangements exist:	Participates in APLS net-lender reimbursement program.
Average turnaround time for handling:	2 days.
Database Searches for general public:	Will search on MEDLARS, DIALOG, BRS, AMANET, LION, and WILSONLINE and bill.
Restrictions:	Fragile items to be used on premises only.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

LU Livingston University

Address to which ILL requests are to be sent:	ILL Librarian Julia Tutwiler Library Livingston University Livingston, Alabama 35470
TO ATTENTION OF:	Mrs. McGregor Smith, ILL Librarian
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	652-2332
AULS Symbol:	
ALICAT Symbol:	LU
OCLC Symbol:	ALT
Books:	Lend books, four weeks.
Reference Books:	Lend by special permission.
Hard Copy Periodicals:	Photocopy sent in lieu of hard copy.
Audiovisual Materials:	Do not circulate on interlibrary loan.
Microforms:	Will lend.
Government Documents:	ILL policies same as for books.
Other:	
Charges:	$2.00 (out-of-state). 10 cents a copy for photocopies for out-of-state. Free to NAAL members.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks for books and renewable for 4 additional weeks.
Replacement of Lost Items:	Cost of replacement of items.
Reserves if not available when requested:	No policy.
Notification if there will be delays or unable to fill:	Notification is made immediately.
Acceptable ILL request formats:	SOLINET/OCLC ILL subsystem: ALA request form.
Subject Searches:	Subject searches not made except in extenuating circumstances.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Participates in APLS net-lender reimbursement program.

LU Livingston University (continued)

Average turnaround time for handling:	Library strives to process all ILL requests within 48 hours.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

LW Lurleen B. Wallace State Junior College

Address to which ILL requests are to be sent:	Interlibrary Loan Service Library Lurleen B. Wallace State Junior College P. O. Drawer 1418 Andalusia, AL 36420
TO ATTENTION OF:	Sandra King, Director
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MXH
ALICAT Symbol:	LW
OCLC Symbol:	
Books:	Lend books, except genealogical, rare, fragile, reserve or other heavily used items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Will send photocopy.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend, will make hard-copy printout.
Government Documents:	Yes, except reference documents.
Other:	
Charges:	$1.00 minimum for photocopies up to 10 exposures; 15 cents per page thereafter.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks, no renewals.
Replacement of Lost Items:	Borrowing library must pay for replacement of lost items.
Reserves if not available when requested:	No reserves except in unusual cases.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail.
Acceptable ILL request formats:	Only ILL requests on ALA forms will be accepted.
Subject Searches:	Not accepted.
Special shipping methods:	

LW Lurleen B. Wallace State Junior College (continued)

Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	2-3 days.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

MBG Mobile College

Address to which ILL requests are to be sent:	J. L. Bedsole Library Mobile College Interlibrary Loans P. O. Box 13220 Mobile, AL 36613
TO ATTENTION OF:	Frank Roberts Reader Services Librarian
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	675-3404
AULS Symbol:	MBG
ALICAT Symbol:	
OCLC Symbol:	MBG
Books:	Lend books, except rare, fragile, reserve or other heavily used items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Photocopy sent in lieu of hard copy.
Audiovisual Materials:	Audiorecordings same as books. Videocassettes and films for specific show date.
Microforms:	Hard-copy printout. No charge for first ten pages. Ten cents for each page above 10.
Government Documents:	Same as books.
Other:	
Charges:	First ten exposures free. Ten cents for each additional exposure.
Insurance and Postage:	No charge for reasonable amount of postage to Alabama libraries. For insurance reimbursement, Alabama academic libraries none. For others yes.
Loan Period:	1 month. Rental possible.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	Reserves will be made only if requested on the form.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification the item is owned but unavailable.
Acceptable ILL request formats:	American Library Association ILL request forms accepted.

Subject Searches:	Brief search for academic faculties and graduate students.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Two days.
Database Searches for general public:	Patrons are charged for online searches on DIALOG and WILSONLINE.
Restrictions:	
In-house Collection Use Allowed:	In-house use is allowed for junior high schoolers and above. No group study is allowed.
Photocopy Facilities Available:	Yes.

MO Mobile Public Library

Address to which ILL requests are to be sent:	Mobile Public Library Interlibrary Loan 701 Government Street Mobile, AL 36602
TO ATTENTION OF:	Janette Curry, Librarian
Telefacsimile Equipment:	OMNIFAX
Telefacsimile Phone Number:	434-7571
AULS Symbol:	AMP, AMT8, AMT9, AMT0, AMT1
ALICAT Symbol:	MO
OCLC Symbol:	AMP
Books:	Lend books, except recent publications, heavily used items and genealogical and local history materials.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Will photocopy.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend.
Government Documents:	Do not lend. Will photocopy.
Other:	
Charges:	Charge only when photoduplication costs exceed $1.00 at 15 cents per page. All costs absorbed when lending to local libraries or in-state libraries that do not pass on charges to us.
Insurance and Postage:	No reimbursement required.
Loan Period:	Loan period is 28 days from when book is mailed. Will renew if no reserves on book.
Replacement of Lost Items:	Borrowing library will be billed replacement charges ranging from $3.00 to $18.00 depending on type of book. Retail price will be charged for books costing over $19.00.
Reserves if not available when requested:	Will reserve materials if requested.
Notification if there will be delays or unable to fill:	Unfilled requests returned with notification that item is owned but unavailable.
Acceptable ILL request formats:	Accept ALA ILL request forms and those from the OCLC system.

Subject Searches:	Do not fill.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Participate in APLS net-lender reimbursement program.
Average turnaround time for handling:	Usually shipped within two days.
Database Searches for general public:	Will search on DIALOG2 and Easynet and bill patron.
Restrictions:	Generally do not accept requests from libraries outside the southeast region.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

MPL Montgomery City-County Public Library

Address to which ILL requests are to be sent:	Interlibrary Loans Montgomery City-County Public Library 445 South Lawrence Street Montgomery, AL 36104
TO ATTENTION OF:	
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	240-4538
AULS Symbol:	
ALICAT Symbol:	MPL
OCLC Symbol:	
Books:	Books are loaned for 3 weeks from receipt; may request a renewal if not reserved.
Reference Books:	Do not lend. Photocopy of needed pages available for 25 cents per page.
Hard Copy Periodicals:	Do not lend. Photocopy of needed pages available for 25 cents per page.
Audiovisual Materials:	Do not lend.
Microforms:	Copies made from microfiche for 25 cents per copy.
Government Documents:	
Other:	
Charges:	25 cents per page for photocopies.
Insurance and Postage:	No reimbursement required.
Loan Period:	3 weeks from receipt; may request a renewal if not reserved.
Replacement of Lost Items:	Borrowing library must pay for replacement of lost material.
Reserves if not available when requested:	Reserves made if requested.
Notification if there will be delays or unable to fill:	Delayed requests or reserves notified by mail; unfilled requests returned by mail with reason given.
Acceptable ILL request formats:	ALA ILL request forms; will accept telephone requests but prefer that libraries use written forms.

Subject Searches:	Not available.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Mail ILL requests twice weekly.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

MS Muscle Shoals Regional Library

Address to which ILL requests are to be sent:	Muscle Shoals Regional Library 218 N. Wood Avenue P. O. Box 160 Florence, AL 35631-0160
TO ATTENTION OF:	Don Turner
Telefacsimile Equipment:	OMNIFAX G-77
Telefacsimile Phone Number:	764-6629
AULS Symbol:	
ALICAT Symbol:	MS
OCLC Symbol:	
Books:	Lend books except genealogical, new, or high demand books.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend.
Government Documents:	
Other:	
Charges:	First 10 photocopies free. 10 cents per copy for more than 10 copies.
Insurance and Postage:	No reimbursement required.
Loan Period:	3 weeks with 3-week renewal, if have no reserves.
Replacement of Lost Items:	Replacement cost.
Reserves if not available when requested:	Reserves are made.
Notification if there will be delays or unable to fill:	Notification by mail within 10 days of items for which holds are placed.
Acceptable ILL request formats:	ALA ILL request forms accepted. Phone calls accepted.
Subject Searches:	
Special shipping methods:	

Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Day of receipt if book is at headquarters library; 3-7 days if located in a branch library.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

MVMB Aliceville Public Library

Address to which ILL requests are to be sent:	Aliceville Public Library 416 3rd Avenue N.E. Aliceville, AL 35442
TO ATTENTION OF:	Ethelda O. Potts Director/Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MVMB
ALICAT Symbol:	
OCLC Symbol:	
Books:	Except genealogical, rare, fragile, or best-sellers which are in great demand.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend; articles copied at $.20 per page.
Audiovisual Materials:	Do not lend.
Microforms:	Lend for in-house use only.
Government Documents:	N/A
Other:	
Charges:	$.20 per page for photocopies.
Insurance and Postage:	Reimbursement required.
Loan Period:	One month from date of receipt--no renewals.
Replacement of Lost Items:	Lending library will replace item and bill borrowing library.
Reserves if not available when requested:	Reserves will be made if requested.
Notification if there will be delays or unable to fill:	Notify if unable to fill request.
Acceptable ILL request formats:	American Library Association request forms.
Subject Searches:	Not available.
Special shipping methods:	None.
Libraries with which special ill arrangements exist:	None.

Average turnaround time for handling:	1-2 days.
Database Searches for general public:	N/A
Restrictions:	Do not accept ILL requests from high school libraries.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

MVMC Carrollton Public Library

Address to which ILL requests are to be sent:	Carrollton Public Library P. O. Box 92 Carrollton, AL 35447
TO ATTENTION OF:	Julia Hillyer, Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MVMC
ALICAT Symbol:	
OCLC Symbol:	
Books:	Books except for those in Alabama Reference collection that are out-of-print or rare.
Reference Books:	Do not circulate.
Hard Copy Periodicals:	Photocopies only--20 cents per copy. Reasonable requests only.
Audiovisual Materials:	Do not circulate.
Microforms:	Do not circulate.
Government Documents:	Do not circulate.
Other:	
Charges:	20 cents per sheet up to 10, then 10 cents per sheet for photocopies.
Insurance and Postage:	Reimbursement required.
Loan Period:	30 days--no renewals.
Replacement of Lost Items:	Cost of item by borrowing library.
Reserves if not available when requested:	If request cannot be filled within 10 days, unfilled requests will be returned by mail with notification that material is owned by us but currently unavailable. No reserves.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail.
Acceptable ILL request formats:	Any suitable forms for ILL accepted.
Subject Searches:	Do not provide this service.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	

MVMC Carrollton Public Library (continued)

Average turnaround time for handling:	48 hours.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

MWE Elbert Parsons Law Library

Address to which ILL requests are to be sent:	Interloan Librarian Huntsville-Madison Co. Pub. Lib. P. O. Box 443 Huntsville, AL 35804
TO ATTENTION OF:	Interloan Librarian
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	533-5881 Law Lib/532-5967 ILL Off.
AULS Symbol:	MWE
ALICAT Symbol:	
OCLC Symbol:	
Books:	N/A
Reference Books:	Noncirculating.
Hard Copy Periodicals:	Photocopies only.
Audiovisual Materials:	
Microforms:	
Government Documents:	
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	
Replacement of Lost Items:	
Reserves if not available when requested:	
Notification if there will be delays or unable to fill:	
Acceptable ILL request formats:	
Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	

MWE Elbert Parsons Law Library (continued)

Database Searches for general public:

Restrictions:

In-house Collection Use Allowed: Yes.

Photocopy Facilities Available: Yes

MWF Redstone Scientific Information Center

Address to which ILL requests are to be sent:	CDR, U.S. Army Missile Command Redstone Scientific Information Center ATTN: AMSMI-RD-CS-R/ILL Redstone Arsenal, AL 35898-5241
TO ATTENTION OF:	Joyce Kelly, Library Technician
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	842-0990
AULS Symbol:	MWF
ALICAT Symbol:	
OCLC Symbol:	MWF
Books:	Lend books.
Reference Books:	Special cases considered.
Hard Copy Periodicals:	Photocopy sent.
Audiovisual Materials:	N/A
Microforms:	Hard-copy printout.
Government Documents:	Same as books.
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	Books-4 weeks
Replacement of Lost Items:	Will accept hard-copy replacement or price of book.
Reserves if not available when requested:	
Notification if there will be delays or unable to fill:	
Acceptable ILL request formats:	ALA ILL form or electronic citation.
Subject Searches:	Not available.
Special shipping methods:	

Libraries with which special ILL arrangements exist:	UAH Library and Alabama A&M Library.
Average turnaround time for handling:	7-10 days.
Database Searches for general public:	Not provided for general public.
Restrictions:	
In-house Collection Use Allowed:	Open literature collection use allowed.
Photocopy Facilities Available:	Yes.

MWRB University of Alabama in Huntsville/School of Primary Medical Care

Address to which ILL requests are to be sent:	Interlibrary Loans School of Primary Medical Care Library Univ. of Alabama in Huntsville 109 Governors Drive, SW CSC 105 Huntsville, AL 35801
TO ATTENTION OF:	Mildred B. Denholm
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MWRB
ALICAT Symbol:	
OCLC Symbol:	MWRB
Books:	Books in general collection only. No fees.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend.
Audiovisual Materials:	Do not lend.
Microforms:	
Government Documents:	
Other:	
Charges:	Charge out-of-state libraries $5.00/article for photocopies. No charge for loan of books in-state or out-of-state. No charge for photocopies to in-state libraries. $5.00/article charge for out-of-state photocopies.
Insurance and Postage:	No reimbursement required.
Loan Period:	One month for books, no renewals.
Replacement of Lost Items:	Cost of book plus $10.00 processing fee.
Reserves if not available when requested:	No reserves.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification that the item is owned but unavailable or not owned. Notification of status of DOCLINE requests is sent electronically. Notification of status of SOLINET/OCLC requests is sent electronically.

Acceptable ILL request formats:	Only accept telephone requests for ILLs from local patrons. Would accept emergency requests for ILLs from other libraries. Telephone requests for ILL items accepted from local patrons and North Alabama health professionals. Telephone requests for patient care emergencies accepted from other medical libraries. Library has automated interlibrary loan system (DOCLINE) and accepts all requests from DOCLINE participants. Library accepts ILL requests through the SOLINET/OCLC interlibrary loan subsystem because library is a branch library of the University of Alabama in Huntsville Library but does not have OCLC on-site. Library accepts all ILL requests that are on American Library Association ILL forms.
Subject Searches:	Not provided.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Library is a member of the Southeastern/Atlantic Regional Medical Library Network of the National Library of Medicine.
Average turnaround time for handling:	Library strives to process all incoming ILL requests on day of receipt. ILL requests are not processed for 2 weeks during the Christmas break.
Database Searches for general public:	Yes, for a charge can search all databases of the National Library of Medicine.
Restrictions:	Do not loan materials that would be restricted for use only on the premises.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

MWW Athens State College

Address to which ILL requests are to be sent:	Athens State College Library Athens, AL 35611
TO ATTENTION OF:	Tim Williams, Asst. Librarian
Telefacsimile Equipment:	N/A
Telefacsimile Phone Number:	
AULS Symbol:	MWW
ALICAT Symbol:	
OCLC Symbol:	
Books:	Lend.
Reference Books:	Not circulated.
Hard Copy Periodicals:	Photocopies sent in lieu of periodicals.
Audiovisual Materials:	Not circulated.
Microforms:	Not circulated.
Government Documents:	Same as books unless reference materials.
Other:	
Charges:	Photocopies at 10 cents per page.
Insurance and Postage:	No reimbursement required.
Loan Period:	3 weeks.
Replacement of Lost Items:	Replacement at current price in Books in Print. If out-of-print, replacement at price library paid for book.
Reserves if not available when requested:	No, requesting library should request at a later date.
Notification if there will be delays or unable to fill:	Notify immediately.
Acceptable ILL request formats:	ALA forms required.
Subject Searches:	Not available.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	None.

Average turnaround time for handling:	3 weeks.
Database Searches for general public:	DIALOG searches done for general public with direct billing.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

MWXC Eastwood Elementary School

Address to which ILL requests are to be sent:	Eastwood Elementary School 1802 26th Avenue SE Decatur, AL 35601
TO ATTENTION OF:	Mrs. Mary Ann Malone, Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MWXC
ALICAT Symbol:	
OCLC Symbol:	
Books:	No policy.
Reference Books:	
Hard Copy Periodicals:	N/A
Audiovisual Materials:	N/A
Microforms:	N/A
Government Documents:	N/A
Other:	
Charges:	No.
Insurance and Postage:	
Loan Period:	
Replacement of Lost Items:	
Reserves if not available when requested:	
Notification if there will be delays or unable to fill:	
Acceptable ILL request formats:	
Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	

MWXC Eastwood Elementary School (continued)

Database Searches for general public:

Restrictions:

In-house Collection Use Allowed: No.

Photocopy Facilities Available: No.

MWXJ Westlawn Elementary School

Address to which ILL requests are to be sent:	Westlawn Elementary School 417 Monroe Drive, N.W. Decatur, AL 35601
TO ATTENTION OF:	Mrs. Grace Hill, Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MWXJ
ALICAT Symbol:	
OCLC Symbol:	
Books:	Lend books.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend.
Audiovisual Materials:	Lend AV materials.
Microforms:	Not available.
Government Documents:	Not available.
Other:	
Charges:	
Insurance and Postage:	Postage reimbursement required.
Loan Period:	Three weeks.
Replacement of Lost Items:	
Reserves if not available when requested:	Can be reserved.
Notification if there will be delays or unable to fill:	
Acceptable ILL request formats:	
Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	

MWXJ **Westlawn Elementary School** (continued)

Database Searches for general public:

Restrictions: Photocopies not available.

In-house Collection Use Allowed:

Photocopy Facilities Available:

NE Northeast Alabama State Junior College

Address to which ILL requests are to be sent:	Northeast Alabama State Junior College P. O. Box 159 Rainsville, AL 35986
TO ATTENTION OF:	Ann B. Bittel, Chief Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MWG
ALICAT Symbol:	NE
OCLC Symbol:	
Books:	Will be loaned for 4 weeks. No renewals. No fee charged.
Reference Books:	Not loaned.
Hard Copy Periodicals:	Not loaned.
Audiovisual Materials:	Not loaned.
Microforms:	Not loaned.
Government Documents:	Same as books.
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks for books with no renewals.
Replacement of Lost Items:	Must pay replacement cost.
Reserves if not available when requested:	If the item is still desired by the borrower, request will be filled.
Notification if there will be delays or unable to fill:	Notified immediately, no waiting period unless college is closed.
Acceptable ILL request formats:	Must be on approved ALA ILL forms. Will accept phone requests from Library Management Network members only.
Subject Searches:	None.
Special shipping methods:	

NE Northeast Alabama State Junior College (continued)

Libraries with which special ILL arrangements exist:	Participate in the Alabama Library Exchange cooperative.
Average turnaround time for handling:	2 days.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	

NEF Coalbed Methane Resource Center

Address to which ILL requests are to be sent:	Eastern Region Coalbed Methane Information Center The University of Alabama Box 870164 Tuscaloosa, AL 35487
TO ATTENTION OF:	Ms. Marcia S. Irvin Reference Collection Manager/Research Assistant
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	NEF
ALICAT Symbol:	
OCLC Symbol:	
Books:	Noncirculating.
Reference Books:	Noncirculating but photocopying available.
Hard Copy Periodicals:	Noncirculating but photocopying available.
Audiovisual Materials:	
Microforms:	Noncirculating.
Government Documents:	
Other:	
Charges:	Photocopies, 10 cents or 15 cents per page (depends on binding). Searches: $5.00 for service, 15 cents per page for printout.
Insurance and Postage:	
Loan Period:	
Replacement of Lost Items:	
Reserves if not available when requested:	
Notification if there will be delays or unable to fill:	
Acceptable ILL request formats:	
Subject Searches:	

Special shipping methods:

Libraries with which special ILL arrangements exist:

Average turnaround time for handling:

Database Searches for general public:

Restrictions:

In-house Collection Use Allowed: Yes.

Photocopy Facilities Available: Yes.

NS Northwest Alabama Community College

Address to which ILL requests are to be sent:	Northwest Alabama Community College Route 3, Box 77 Phil Campbell, AL 35581
TO ATTENTION OF:	Debbie Chaffin, Head Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MVJ
ALICAT Symbol:	NS
OCLC Symbol:	
Books:	Available on request.
Reference Books:	Not available for loan; photocopy made at no charge.
Hard Copy Periodicals:	Not available for loan; photocopy made at no charge.
Audiovisual Materials:	Not loaned; however, exceptions are made based on availability, etc.
Microforms:	Photocopies of specific information made available at no charge.
Government Documents:	Not available.
Other:	
Charges:	None
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks.
Replacement of Lost Items:	Replacement cost.
Reserves if not available when requested:	Hold is placed on materials that are available: if a request is urgent library will contact borrower.
Notification if there will be delays or unable to fill:	Borrowing library will be notified within a reasonable period of time.
Acceptable ILL request formats:	ALA form is preferred.
Subject Searches:	ILL request should be as specific as possible

NS Northwest Alabama Community College (continued)

Special shipping methods:	UPS is used on occasion.
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	72 hours.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Photocopy machines are available at a cost of 15 cents per page.

NW Northwest Regional Library

Address to which ILL requests are to be sent:	Northwest Regional Library P. O. Box O Winfield, AL 35594
TO ATTENTION OF:	Gay Watkins, Clerk-ILL
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	NW
OCLC Symbol:	
Books:	Lend books except genealogical or books in use by local patrons.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend; will photocopy special articles.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend microfilms of Census.
Government Documents:	N/A
Other:	
Charges:	First 10 pages free, 10 cents per page thereafter.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks, 2-week renewal if no reserves.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item.
Reserves if not available when requested:	Reserves made only if requested on form.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification the item is owned but unavailable.
Acceptable ILL request formats:	Accept telephone requests or ALA ILL request forms.
Subject Searches:	No subject requests are filled except for branches of Northwest Regional.
Special shipping methods:	UPS/PP.
Libraries with which special ILL arrangements exist:	

Average turnaround time for handling:	Date of receipt.
Database Searches for general public:	Not available.
Restrictions:	School libraries must make request through their public library.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

OAK   Oakwood College

Address to which ILL requests are to be sent:	Oakwood College Library Huntsville, AL 35896
TO ATTENTION OF:	Ms. Alberta Holmon Reference Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	OAK
ALICAT Symbol:	
OCLC Symbol:	OAK
Books:	Lend books, except rare, fragile, reserve or other heavily used items.
Reference Books:	Do not lend except by special permission of the library director.
Hard Copy Periodicals:	Do not lend unless duplicate is held or by special permission of the library director. Photocopy sent in lieu of hard copy.
Audiovisual Materials:	Do not lend.
Microforms:	Periodicals by special permission. Hard-copy printout for a fee.
Government Documents:	Same as for books.
Other:	
Charges:	No charge for Alabama libraries. Photocopies free up to a reasonable amount; 10 cents per exposure for large requests.
Insurance and Postage:	No charge for insurance or for reasonable amount of postage to Alabama libraries.
Loan Period:	2 weeks from date of receipt; 2-week renewal if no other request.
Replacement of Lost Items:	Borrowing library expected to replace lost item
Reserves if not available when requested:	Reserves made only if requested on the form
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with reason given.
Acceptable ILL request formats:	Requests accepted on any type forms but ALA ILL forms are preferred; also accept requests via telephone.

Subject Searches:	Left to the discretion of the ILL librarian.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	1-3 days.
Database Searches for general public:	DIALOG searches left to the discretion of the Reference Librarian.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

ON Oneonta Public Library

Address to which ILL requests are to be sent:	Oneonta Public Library 204 Third Avenue E. Oneonta, AL 35121
TO ATTENTION OF:	Mitchell King Circulation Manager
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	ON
OCLC Symbol:	
Books:	Lend books, except reference. No fees.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend.
Audiovisual Materials:	Do not lend.
Microforms:	N/A
Government Documents:	N/A
Other:	
Charges:	15 cents per copy for large requests.
Insurance and Postage:	No reimbursement required.
Loan Period:	Three weeks.
Replacement of Lost Items:	Pay or replace items lost.
Reserves if not available when requested:	Will reserve materials.
Notification if there will be delays or unable to fill:	Will notify libraries in either case.
Acceptable ILL request formats:	Accept requests only on ALA ILL request forms.
Subject Searches:	Not provided.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	

ON Oneonta Public Library (continued)

Average turnaround time for handling:	Within 5 days.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

PC Marion-Perry County Library

Address to which ILL requests are to be sent:	Marion-Perry County Library 202 Washington Street Marion, AL 36756
TO ATTENTION OF:	Mrs. Astrid Knudsen, Director
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	PC
OCLC Symbol:	
Books:	Will lend except for rare or noncirculating books.
Reference Books:	Will not lend.
Hard Copy Periodicals:	Will not lend. Fee for photocopy: 15 cents per page.
Audiovisual Materials:	Will not lend.
Microforms:	Will not lend.
Government Documents:	
Other:	
Charges:	Yes. 15 cents per copy.
Insurance and Postage:	No reimbursement required.
Loan Period:	3 weeks, renewals if no reserve.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	No reserves.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail.
Acceptable ILL request formats:	Telephone request by libraries in town accepted. All others must be on ALA ILL form.
Subject Searches:	None filled.
Special shipping methods:	

PC Marion-Perry County Library (continued)

Libraries with which special ILL arrangements exist:	Telephone requests for material from our collection or through APLS accepted.
Average turnaround time for handling:	1 - 2 days.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

PH Patrick Henry State Junior College

Address to which ILL requests are to be sent:	Patrick Henry State Junior College P. O. Box 2000 Monroeville, AL 36461
TO ATTENTION OF:	Carole Roberts, Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	PH
OCLC Symbol:	
Books:	
Reference Books:	
Hard Copy Periodicals:	
Audiovisual Materials:	
Microforms:	
Government Documents:	
Other:	
Charges:	
Insurance and Postage:	
Loan Period:	
Replacement of Lost Items:	
Reserves if not available when requested:	
Notification if there will be delays or unable to fill:	
Acceptable ILL request formats:	
Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	

PH **Patrick Henry State Junior College** (continued)

Database Searches for general public:

Restrictions: Interlibrary loan services provided only to school's extensions and branch library.

In-house Collection Use Allowed:

Photocopy Facilities Available:

PK Pickens County Cooperative Library

Address to which ILL requests are to be sent:	Pickens County Cooperative Library P. O. Box 92 Carrollton, AL 35447
TO ATTENTION OF:	Lori Ward Smith, Coordinator
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	367-2142
AULS Symbol:	MVM
ALICAT Symbol:	PK
OCLC Symbol:	
Books:	Library pays postage to borrower. The borrower pays return postage.
Reference Books:	N/A
Hard Copy Periodicals:	N/A
Audiovisual Materials:	N/A
Microforms:	N/A
Government Documents:	N/A
Other:	
Charges:	No.
Insurance and Postage:	No reimbursement required.
Loan Period:	2 weeks new fiction; 4 weeks other material.
Replacement of Lost Items:	Replacement of item.
Reserves if not available when requested:	
Notification if there will be delays or unable to fill:	
Acceptable ILL request formats:	
Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	

Database Searches for general public:	
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes, no charge for copies.

PRC Phenix City-Russell County Library

Address to which ILL requests are to be sent:	Phenix City-Russell County Library 500 14th Street Phenix City, AL 36867
TO ATTENTION OF:	Interlibrary Loan
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	PRC
OCLC Symbol:	
Books:	Lend books, except genealogical, rare, fragile, reserve, or other high-demand items.
Reference Books:	Photocopy sent up to reasonable amount.
Hard Copy Periodicals:	Photocopy sent.
Audiovisual Materials:	Do not circulate on interlibrary loan
Microforms:	Not available.
Government Documents:	Not available.
Other:	
Charges:	Photocopies free up to a reasonable amount. 15 cents per page for larger requests.
Insurance and Postage:	No reimbursement required.
Loan Period:	Two weeks from date of receipt.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	Reserves made only if requested on the form.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail.
Acceptable ILL request formats:	Telephone requests for Ill items accepted
Subject Searches:	Subject searches will be made only for research-related requests.
Special shipping methods:	

Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Library strives to process all incoming ILL requests on day of receipt.
Database Searches for general public:	Not available.
Restrictions:	ILL requests not accepted from libraries not adhering to proper ILL procedures as stated in Alabama Interlibrary Loan Code.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

RA Rainsville Public Library

Address to which ILL requests are to be sent:	Rainsville Public Library P. O. Box 509 Rainsville, AL 35986
TO ATTENTION OF:	Lois Byrd, Director
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MWJ
ALICAT Symbol:	RA
OCLC Symbol:	
Books:	Lend.
Reference Books:	None.
Hard Copy Periodicals:	None.
Audiovisual Materials:	None.
Microforms:	None.
Government Documents:	None.
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	2 weeks.
Replacement of Lost Items:	Replacement or payment for the book.
Reserves if not available when requested:	Order on hold.
Notification if there will be delays or unable to fill:	Telephone sometimes and also by mail.
Acceptable ILL request formats:	Yes, accept telephone requests and accept ILL requests on forms other than American Library Association ILL request forms.
Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	DeKalb County Public Library

Average turnaround time for handling:	3 days to the library and 3 days for return.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

SAM Samford University

Address to which ILL requests are to be sent:	Interlibrary Loan Samford University Library 800 Lakeshore Drive Birmingham, AL 35229
TO ATTENTION OF:	Diane P. McArthur ILL/Reference Librarian
Telefacsimile Equipment:	OMNIFAX 9-S
Telefacsimile Phone Number:	870-2642
AULS Symbol:	
ALICAT Symbol:	SAM
OCLC Symbol:	ABF
Books:	Will lend with the exception of the following: 1) heavily used in house; 2) rare works; 3) genealogical (we will photocopy pertinent names, etc.); 4) items deemed too fragile.
Reference Books:	Do not lend.
Hard Copy Periodicals:	No hard copy lent. Will photocopy requested articles.
Audiovisual Materials:	Requests accepted and filled on a case-to-case basis. Loan period: one week from receipt of item.
Microforms:	Lend newspapers, church records, and dissertations on microform (if library has the original). Do not lend periodicals on microform.
Government Documents:	Same as for books.
Other:	Dissertations and theses lent if library has a second copy or film record of works. Most loaned for 4 weeks, no renewal; some may be tagged In Library Use Only depending on state of material.
Charges:	Not for in-state requests from libraries belonging to APLS or NAAL net-lending programs. For others in the state no charge up to 30 pages and 10 cents per exposure after. For out-of-state libraries minimum charge of $3.00.
Insurance and Postage:	No reimbursement required.
Loan Period:	Books 4 weeks (renewals considered individually by request); dissertations and theses 4 weeks no renewal; microfilm-4 weeks, no renewal.
Replacement of Lost Items:	Borrowing library will pay current (B.I.P.) replacement price plus an $8.00 processing fee. Microfilm replacement is $30.00.

Reserves if not available when requested:	Library will do a search and hold when requested; since checkout period is 4 weeks for students, it is not always possible to get the material in time for patron requesting it to use it. Please include "date no longer needed by" on request.
Notification if there will be delays or unable to fill:	Unfilled requests on ALA forms are returned by mail with conditions for refusal explained.
Acceptable ILL request formats:	Will accept written requests in any form. Please follow up phone calls with written requests.
Subject Searches:	Do not provide.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	1 day.
Database Searches for general public:	Not provided.
Restrictions:	Since willing to lend special material, some old/rare books and microfilm, stipulate "in library use only" to keep damage to a minimum. These materials will have a normal checkout period but will not leave the borrowing library's premises.
In-house Collection Use Allowed:	Do not provide service outside library's academic clientele with the exception of other universities with whom have reciprocal agreements.
Photocopy Facilities Available:	

SB Scottsboro Public Library

Address to which ILL requests are to be sent:	Scottsboro Public Library 1002 South Broad Street Scottsboro, AL 35768
TO ATTENTION OF:	Marie Garrett, Assistant Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MWL
ALICAT Symbol:	SB
OCLC Symbol:	
Books:	Lend books, except reference and genealogy.
Reference Books:	Do not lend but will photocopy pages.
Hard Copy Periodicals:	Do not lend but will photocopy pages.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend but will photocopy.
Government Documents:	
Other:	
Charges:	Photocopies are free up to a reasonable amount. 20 cents per exposure for large requests.
Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks, 4-week renewal if no reserve.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of book borrowed.
Reserves if not available when requested:	No policy.
Notification if there will be delays or unable to fill:	No policy.
Acceptable ILL request formats:	Telephone requests from ALEX or APLS. Other libraries on ILL request forms.
Subject Searches:	No policy.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	

Average turnaround time for handling:	Library strives to process all incoming ILL requests on day of receipt.
Database Searches for general public:	Not available.
Restrictions:	Do not lend restricted materials.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

SC St. Clair County Library

Address to which ILL requests are to be sent:	St. Clair County Library 1921 First Ave., North Pell City, AL 35125
TO ATTENTION OF:	Ms. Alfreda Shepherd Tech Services Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	SC
OCLC Symbol:	
Books:	Lend all books which normally circulate.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend bound or unbound periodicals. Will photocopy.
Audiovisual Materials:	No audiovisual materials.
Microforms:	Will not lend.
Government Documents:	Same as books.
Other:	
Charges:	Photocopy charges of 20 cents, 25 cents and 30 cents for letter, legal, and 11 x 17 respectively.
Insurance and Postage:	Not required.
Loan Period:	4 weeks from the day of mailing to the return.
Replacement of Lost Items:	$10 minimum or what library paid for the book, whichever is greater.
Reserves if not available when requested:	Reserve and confirm to requesting library.
Notification if there will be delays or unable to fill:	Requesting library is notified.
Acceptable ILL request formats:	Telephone requests and any written requests accepted.
Subject Searches:	Accepted.
Special shipping methods:	

SC St. Clair County Library (continued)

Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Two days.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

SE Public Library of Selma and Dallas County

Address to which ILL requests are to be sent:	Public Library of Selma and Dallas County 1103 Selma Avenue Selma, AL 36701
TO ATTENTION OF:	Ms. Barbara Abrams, ILL
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	SE
OCLC Symbol:	
Books:	Lend books except genealogical, rare, fragile, reserve or other heavily used items.
Reference Books:	Lend on short term, 3 days after received at discretion of director, and must be used in the library making the request. Photocopy sent in lieu of hard copy.
Hard Copy Periodicals:	Do not lend; photocopy sent.
Audiovisual Materials:	Do not lend.
Microforms:	Printout for a fee.
Government Documents:	Do not have.
Other:	
Charges:	No charge for libraries in NAAL or APLS net-lending programs. No charge for reasonable amount of postage to Alabama libraries. Over 10 exposures at 20 cents each plus $2.00 charge for postage.
Insurance and Postage:	No reimbursement required.
Loan Period:	Two weeks from date of receipt, renewals at discretion of director, and reference 3 days after receipt.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	Reserves made only if requested on the form.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification the item is owned but not available.

Acceptable ILL request formats:	Accept telephone requests if there seems to be an urgent need for materials; otherwise ILL loan requests must be on American Library Association ILL request forms.
Subject Searches:	Subject searches made only for serious or research-related requests.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Participate in APLS net-lender reimbursement program and with local junior college and school libraries.
Average turnaround time for handling:	Library strives to process all incoming ILL requests on day of receipt.
Database Searches for general public:	Not available.
Restrictions:	ILL requests not accepted from school libraries or libraries not adhering to proper ILL procedures as stated in Alabama ILL Code. Small public libraries that are members of a public library system should send their ILL requests through their system's headquarters library. Stipulation that certain materials must be used on the premises of the borrowing library.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

SH Mildred B. Harrison Regional Library

Address to which ILL requests are to be sent:	Mildred B. Harrison Regional Library P. O. Box 858 Lester Street Columbiana, AL 35051
TO ATTENTION OF:	Cindy Reed, Library Assistant
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	669-3940
AULS Symbol:	MXB, MXBA, MXBB, MXBC, MXBD, MXBE, MXBF, MXBG, MXBH, MXBI
ALICAT Symbol:	SH
OCLC Symbol:	
Books:	Lend books except rare or heavily used items and fiction less than six months old.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Photocopy sent in lieu of hard copy.
Audiovisual Materials:	Audiorecordings same as books. Videocassettes and films by arrangement on a case-by-case basis.
Microforms:	Do not lend.
Government Documents:	Same as for books.
Other:	Will loan paperback books if readily accessible at time request received.
Charges:	Photocopies free up to 25 exposures. 20 cents charge for each additional exposure.
Insurance and Postage:	No reimbursement necessary.
Loan Period:	4 weeks from date of receipt. Renewable on request if item not in demand.
Replacement of Lost Items:	Current price list reimbursement.
Reserves if not available when requested:	Reserves made automatically and requesting library advised; cancelled if not filled within 6 weeks.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification of delay or nonavailability.
Acceptable ILL request formats:	Telephone requests accepted from in-county libraries. APLS telefacsimile ILL request form or American Library Association ILL request form required from all others.

SH Mildred B. Harrison Regional Library (continued)

Subject Searches:	Subject searches done only where information pertains to Shelby County.
Special shipping methods:	Van delivery provided for libraries in Shelby County.
Libraries with which special ILL arrangements exist:	Participant in APLS net-lender reimbursement program.
Average turnaround time for handling:	5 days.
Database Searches for general public:	Not available.
Restrictions:	On a case-by-case basis, loan period may be restricted due to physical condition of material or high demand.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes, except at Helena Library and McGraw Library (Vincent).

SN Snead State Junior College

Address to which ILL requests are to be sent:	Interlibrary Loans Snead State Junior College McCain Learning Resource Center Boaz, AL 35957
TO ATTENTION OF:	Carol C. Parham, Director
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MWK
ALICAT Symbol:	SN
OCLC Symbol:	
Books:	Yes, except reserve, Alabama collection, or some heavily used items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend; photocopy sent in lieu of hard copy.
Audiovisual Materials:	Do not lend.
Microforms:	Copies at 25 cents per page.
Government Documents:	
Other:	
Charges:	Only microform printouts at 25 cents per page.
Insurance and Postage:	No reimbursement required.
Loan Period:	2 weeks from date of request.
Replacement of Lost Items:	Retail costs plus $4.50 processing charge.
Reserves if not available when requested:	Will reserve if requested by borrowing library.
Notification if there will be delays or unable to fill:	Notification of inability to fill request made by mail.
Acceptable ILL request formats:	Telephone requests accepted with stipulation that ALA ILL form will be mailed immediately.
Subject Searches:	Not provided.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	

Average turnaround time for handling:	Two days.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

SPH Spring Hill College

Address to which ILL requests are to be sent:	Thomas Byrne Memorial Library Spring Hill College 4000 Dauphin Street Mobile, Alabama 36608
TO ATTENTION OF:	Robin McLain
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	460-2086
AULS Symbol:	
ALICAT Symbol:	SPH
OCLC Symbol:	ASH
Books:	Circulating books only; no special collections or reference.
Reference Books:	No.
Hard Copy Periodicals:	No (photocopy only).
Audiovisual Materials:	No.
Microforms:	No (photocopy only).
Government Documents:	No.
Other:	
Charges:	Libraries not members of NAAL are charged $5.00; libraries that are members of NAAL or NAAL/APLS net-lending program are not charged.
Insurance and Postage:	No reimbursement required; see above.
Loan Period:	30 days.
Replacement of Lost Items:	Replacement cost plus $10.00 processing charge.
Reserves if not available when requested:	Have not done in the past but could accommodate if there is a need.
Notification if there will be delays or unable to fill:	We answer "no" and pass request on to next lender.
Acceptable ILL request formats:	Do not accept telephone request: only accept the standard ALA forms or OCLC requests.
Subject Searches:	Not currently doing this, but could possibly if there is a need.

SPH Spring Hill College (continued)

Special shipping methods:	
Libraries with which special ILL arrangements exist:	With other local libraries, allow patron to pick up material with proper forms.
Average turnaround time for handling:	1-3 days.
Database Searches for general public:	Not provided for general public.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

SS Shelton State Community College

Address to which ILL requests are to be sent:	Shelton State Community College Junior College Division Library 202 Skyland Blvd. Tuscaloosa, AL 35405
TO ATTENTION OF:	Deborah Grimes Director of Library Services
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	SS
OCLC Symbol:	MVU
Books:	1 book may circulate for 2 weeks. No items on reserve at the time of the request will circulate. Library materials housed at the Technical College Division are not available for use.
Reference Books:	Do not circulate.
Hard Copy Periodicals:	Do not circulate; photocopies may be provided through ILL at a rate of 10 cents per page.
Audiovisual Materials:	Do not circulate.
Microforms:	Photocopies may be provided through ILL at a rate of 10 cents per page; original microforms do not circulate.
Government Documents:	N/A
Other:	
Charges:	10 cents per page.
Insurance and Postage:	No reimbursement required.
Loan Period:	Books-2 weeks from date of receipt by borrowing library to date to be returned to Shelton State.
Replacement of Lost Items:	Lost or damaged materials must be replaced (either the exact title or, if out-of-print, a reasonable replacement title) at B.I.P. cost plus a $10.00 fee.
Reserves if not available when requested:	None.
Notification if there will be delays or unable to fill:	Written responses are sent within one week of receipt of the ILL request if cannot fill the request.

SS Shelton State Community College (continued)

Acceptable ILL request formats:	Telephone requests accepted. ALA ILL request forms are accepted if enough information is provided.
Subject Searches:	Not filled.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Shelton State students have reciprocal borrowing privileges with the University of Alabama and Stillman College, both of which are located in Tuscaloosa.
Average turnaround time for handling:	1 week.
Database Searches for general public:	Not available.
Restrictions:	Requests not accepted from elementary, junior high, and high school libraries.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

SUM Sumter County Library System

Address to which ILL requests are to be sent:	Sumter County Library System P. O. Drawer U Livingston, AL 35470
TO ATTENTION OF:	Margie S. Hutcheson
Telefacsimile Equipment:	OMNIFAX G-77
Telefacsimile Phone Number:	652-2349
AULS Symbol:	
ALICAT Symbol:	SUM
OCLC Symbol:	
Books:	May be borrowed on ILL for one month.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend.
Government Documents:	Do not lend.
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	ILLs will be made for one month.
Replacement of Lost Items:	Lending library will replace and bill borrowing library for cost of item and any applicable service charges.
Reserves if not available when requested:	Will reserve materials if the borrowing library requests.
Notification if there will be delays or unable to fill:	Will notify library if unable to fill request.
Acceptable ILL request formats:	ALA ILL form and telephone requests.
Subject Searches:	Do not provide.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	2 days.

Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

TS Tuskegee University

Address to which ILL requests are to be sent:
Interlibrary Loans
Tuskegee University
Hollis Burke Frissell Library
Tuskegee, AL 36088

TO ATTENTION OF: Juanita Roberts

Telefacsimile Equipment: OMNIFAX G-55

Telefacsimile Phone Number: 727-9282

AULS Symbol:

ALICAT Symbol: TS

OCLC Symbol: TUS

Books: Lend books, except rare, fragile or heavily used.

Reference Books: By special permission of the University Librarian

Hard Copy Periodicals: Photocopy sent in lieu of hard copy.

Audiovisual Materials: Records: Do not lend. Cassettes, slides, filmstrips, etc.: Will lend.

Microforms: Will lend depending on demand.

Government Documents: Photocopying available.

Other: Master's Theses: Will lend for two weeks. Black Collection: Will lend depending on materials.

Charges: Microforms: 25 cents per exposure. No charge for libraries in APLS net-lending program. Photocopies: 10 cents per exposure. $5.00 handling charge. No charge for cost estimate. Please indicate maximum cost on request.

Insurance and Postage: Postage reimbursement required.

Loan Period: Books 3 weeks from date of receipt. Thesis 2 weeks from date of receipt. Renewals depending on demand.

Replacement of Lost Items: Lending library will replace and bill borrowing library cost of item and any applicable service charges.

Reserves if not available when requested: Reserves made if requested.

Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with notification of status of materials.
Acceptable ILL request formats:	American Library Association ILL request forms accepted.
Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Participates in APLS net-lending reimbursement program.
Average turnaround time for handling:	Library strives to process all incoming ILL requests on day of receipt. ILL requests not processed from Dec. 15 to Jan. 10 and from Aug. 1 to Aug. 25.
Database Searches for general public:	Will do DIALOG searches for general public and bill.
Restrictions:	Would depend on materials and condition.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

TSU Troy State University

Address to which ILL requests are to be sent:	Interlibrary Loan Troy State University Library Troy, AL 36082
TO ATTENTION OF:	Nell Bassett
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	566-6500
AULS Symbol:	ADA, ADAP, ADCA, ADAH
ALICAT Symbol:	TSU
OCLC Symbol:	ADA
Books:	Lend books, except rare, reserve or special collections.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Photocopy sent in lieu of.
Audiovisual Materials:	Do not lend. Scores same as books.
Microforms:	Lend selectively. Hard-copy printout available.
Government Documents:	Same as for books.
Other:	Fiche-to-fiche copy.
Charges:	No charge for libraries in NAAL or APLS net-lending programs. Other libraries $3.00 minimum plus 10 cents per page.
Insurance and Postage:	No charge for reasonable amount of postage. No reimbursement required for insurance.
Loan Period:	Four weeks including shipping time; two-week renewal.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges.
Reserves if not available when requested:	No reserves.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail.
Acceptable ILL request formats:	OCLC ILL requests and American Library Association ILL requests accepted.
Subject Searches:	Not provided.

Special shipping methods:	Library materials interloaned between various campuses of the TSU system are delivered weekly by courier.
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Two days average. ILL requests not processed for two weeks during the Christmas break.
Database Searches for general public:	Yes, nonaffiliated users charged $10.00 service fee plus actual cost for DIALOG searches.
Restrictions:	ILL requests not accepted from libraries not adhering to proper ILL procedures as stated in Alabama Interlibrary Loan Code.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

TUS Tuscaloosa Public Library

Address to which ILL requests are to be sent:	Interlibrary Loan Tuscaloosa Public Library 1801 River Road Tuscaloosa, AL 35401
TO ATTENTION OF:	
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	752-8300
AULS Symbol:	MVQ
ALICAT Symbol:	TUS
OCLC Symbol:	
Books:	Lend books except for reference and genealogical materials.
Reference Books:	Do not lend but will photocopy sections of materials.
Hard Copy Periodicals:	Do not lend; will photocopy articles.
Audiovisual Materials:	Do not lend records, cassettes or videos.
Microforms:	Do not lend.
Government Documents:	Lend if not reference.
Other:	
Charges:	Copies 10 cents per page from books and periodicals. 15 cents per page from microforms.
Insurance and Postage:	No reimbursement required.
Loan Period:	3 weeks from date of receipt.
Replacement of Lost Items:	Borrowing library will be billed for replacement costs.
Reserves if not available when requested:	Reserves automatically.
Notification if there will be delays or unable to fill:	Unfilled requests returned to library with notification as to why unfilled.
Acceptable ILL request formats:	ALA request forms.
Subject Searches:	No subject requests.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	

Average turnaround time for handling:	Usually within 24 hours.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

TVA Tennessee Valley Authority Technical Library

Address to which ILL requests are to be sent:	ILL Tennessee Valley Authority Technical Library Muscle Shoals, AL 55660
TO ATTENTION OF:	Janice Abernathy
Telefacsimile Equipment:	Telecopier
Telefacsimile Phone Number:	386-2284
AULS Symbol:	TVA
ALICAT Symbol:	TVA
OCLC Symbol:	MVO
Books:	Loan $10.00 charge, except to Ala. Union List participants who provide free copies and to Tenn. Union List Participants.
Reference Books:	Not loaned, will photocopy.
Hard Copy Periodicals:	Will loan hard copy $10.00 per request and 20 cents per page charge for photocopying except to Ala. Union List participants and Tenn. Union List participants who reciprocate.
Audiovisual Materials:	Not loaned.
Microforms:	Not loaned; copies same as books and periodical.
Government Documents:	Loan; same charge as for books and periodicals.
Other:	
Charges:	Yes, if not reciprocating library $10.00 hard copy; $10.00 plus 20 cents per page for photocopy.
Insurance and Postage:	No reimbursement required.
Loan Period:	One month.
Replacement of Lost Items:	Expect replacement for cost of book and overhead for cataloging.
Reserves if not available when requested:	No reserves.
Notification if there will be delays or unable to fill:	Returned in 24 hours.
Acceptable ILL request formats:	Will accept urgent request by phone. Prefer OCLC on ALA ILL.

Subject Searches:	Would be handled by reference librarian as reference problem; $50.00 per hour plus online charges.
Special shipping methods:	UPS collect, when situation demands.
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	24 hours.
Database Searches for general public:	Will search STN, DIALOG and BRS and TVA in-house databases as appropriate for general public and bill directly.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

UAB University of Alabama at Birmingham

Address to which ILL requests are to be sent:	Interlibrary Loan Service University College University of Alabama at Birmingham Mervyn H. Sterne Library University Station Birmingham, AL 35294
TO ATTENTION OF:	Tinker Dunbar
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	975-6230
AULS Symbol:	ABC
ALICAT Symbol:	UAB
OCLC Symbol:	ABC
Books:	Do not circulate rare, limited circulation, reference or periodicals. Free to all universities and colleges, except ones who charge our library. (Same fee.) Charge $3.00 to public libraries outside state.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend.
Government Documents:	Lend only ones cataloged and on OCLC.
Other:	
Charges:	Charge for photocopies for all libraries outside state and for in-state NAAL nonmembers. Charge all libraries that charge our library. Charge all out-of-state public libraries. For photocopies: $3.00 plus 15 cents per page.
Insurance and Postage:	No reimbursement required.
Loan Period:	1 month with 2-week renewal.
Replacement of Lost Items:	Replacement cost of book plus $8.00 processing fee.
Reserves if not available when requested:	Do not reserve materials requested on OCLC. For requests received in mail, search material twice before returned unfilled.

Notification if there will be delays or unable to fill:	On OCLC request (for negative response) or unable to fill, no explanation given. For mail request, negative response given on form with explanation.
Acceptable ILL request formats:	Only emergency telephone requests. Mailed ALA forms. OCLC.
Subject Searches:	Not provided
Special shipping methods:	Federal Express upon request.
Libraries with which special ILL arrangements exist:	Lend books "in print" to state libraries on reciprocal basis.
Average turnaround time for handling:	13 days.
Database Searches for general public:	Yes, charge online cost of DIALOG, NASA/RECOM, and BRS searches
Restrictions:	Mark "Library Use Only" for material to be used on the premises of the borrowing library.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

UAH University of Alabama in Huntsville

Address to which ILL requests are to be sent:	Interlibrary Loan Service UAH Library University of Alabama/Huntsville P. O. Box 2600 Huntsville, AL 35899
TO ATTENTION OF:	John R. Huffman
Telefacsimile Equipment:	Xerox 7020
Telefacsimile Phone Number:	895-6403
AULS Symbol:	MWR
ALICAT Symbol:	UAH
OCLC Symbol:	MWR
Books:	Will loan, except for "In-Print" or archival books.
Reference Books:	Do not loan.
Hard Copy Periodicals:	Do not loan.
Audiovisual Materials:	Do not loan.
Microforms:	Will lend books on microform with no fee; will not lend periodicals on microform.
Government Documents:	Will loan most; no fee.
Other:	
Charges:	None.
Insurance and Postage:	No reimbursement required.
Loan Period:	5 weeks (35 days).
Replacement of Lost Items:	In Print: price from Books in Print + $10.00 processing fee + $5.00 bindery fee if softbound. Out of Print: (#pages x $.10) + $15.00.
Reserves if not available when requested:	If requested by borrower, will reserve items for ILL, but library's own patrons' needs take precedence.
Notification if there will be delays or unable to fill:	Return the ALA form with full explanation. On OCLC, simply respond "NO" as required by OCLC guidelines.
Acceptable ILL request formats:	Accept ALA or other standardized ILL request forms or requests on library letterhead. Accept telephone requests for "RUSH" items but require follow-up paperwork. Accept OCLC requests.

Subject Searches:	Provided as time allows.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	NAAL member.
Average turnaround time for handling:	Overnight.
Database Searches for general public:	Yes, on DIALOG and MEDLARS with members of general public charged directly.
Restrictions:	Usually we only require "In Library Use Only" for damaged books or microforms. Naturally, if someone requires it of us, we would follow their request.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

UAT University of Alabama

Address to which ILL requests are to be sent:	Interlibrary Loan University of Alabama Libraries P. O. Box 870266 Tuscaloosa, AL 35487-0266
TO ATTENTION OF:	Interlibrary Loan Librarian
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	348-9564
AULS Symbol:	
ALICAT Symbol:	UAT
OCLC Symbol:	ALM
Books:	Will lend; will not lend rare book or Alabama collection books. Charges are $3.00 for out-of-state with ARL or ASERL libraries excepted.
Reference Books:	Will not lend except by special permission of the University Librarian.
Hard Copy Periodicals:	Will lend on occasion.
Audiovisual Materials:	Will not lend.
Microforms:	Will lend microfilm copy of dissertations and newspapers if positive. $5.00 loan fee (4 reels of the same title); $25.00 insurance per reel; $50.00 insurance pre-1900.
Government Documents:	Books lent; no fee. Ref. Materials: will lend with the permission of a documents librarian. Special exceptions are made for depository libraries in Ala. Periodicals (hard-copy): will lend; no fee. Microform-film: will lend depository copy to depositories; no fee. (Insurance rate does apply). Fiche: will duplicate fiche at $.50 a sheet; no fee. Will lend depository fiche in exceptional cases to Alabama depositories. NOTE: No copyright restrictions apply to government documents.
Other:	Will not lend microfiche. $2.00 service charge. 50 cents per page of fiche.
Charges:	No, there is not a charge for filing a request. However, there are charges for loans. Rates are: in-state free loans; out-of-state $3.00 for up to four volumes. Microfilms are $5.00. Photocopies: in-state $2.00 for first twenty pages, then after 10 cents a page; out-of-state $2.50 service charge plus 10 cents per page; microfiche $2.50 for first fiche and 50 cents for each additional fiche.

UAT University of Alabama (continued)

Insurance and Postage:	No reimbursement required.
Loan Period:	4 weeks, 2 weeks renewable; 2 weeks for bound periodicals, reference, and newspapers with no renewals.
Replacement of Lost Items:	Lending library will replace and bill borrowing library the cost of item and any applicable service charges.
Reserves if not available when requested:	Library will reserve a hold on material that is in use. The criterion used for reserving material is the due date of the material that is checked out. If material is due back in 2-3 weeks, a hold is then placed on the material. If the material due date is greater than 3 weeks, then the request is denied.
Notification if there will be delays or unable to fill:	Library will return unfilled request by mail.
Acceptable ILL request formats:	Will accept requests using ALA forms and OCLC. Telephone requests will not be accepted.
Subject Searches:	Will suggest research paths, particular indexes, subject terms, etc. Citations are not provided. Done in Reference Department.
Special shipping methods:	When requested, will use Federal Express and UPS.
Libraries with which special ILL arrangements exist:	Acknowledges participants in APLS net-lender program. Reciprocal agreements for free loans and photocopies are also welcome.
Average turnaround time for handling:	2-3 days.
Database Searches for general public:	Yes, but not for requests received through ILL. Requestors must complete an online search request form. Full cost of the search plus a service charge is charged to the general public. Bibliographic services utilized are DIALOG, SDC/ORBIT, BRS, Knowledge Index, SPIN. Done in Reference.
Restrictions:	
In-house Collection Use Allowed:	Yes
Photocopy Facilities Available:	Yes

UM University of Montevallo

Address to which ILL requests are to be sent:	ILL 6102/Carmichael Library University of Montevallo Montevallo, AL 35115
TO ATTENTION OF:	Patsy Sears
Telefacsimile Equipment:	OMNIVAX G-55
Telefacsimile Phone Number:	665-7892
AULS Symbol:	AMN
ALICAT Symbol:	UM
OCLC Symbol:	AMN
Books:	Circulating books lent for one month and subject to recall. No renewals.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend. Photocopies of articles can be provided.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend.
Government Documents:	Available for loan if in the circulating collection.
Other:	
Charges:	No charge to NAAL members and APLS Net-Lender Program members. Postage/shipping charges attached to nonbook materials provided to those outside the NAAL/APLS network. No charge to NAAL/APLS network members for photocopies. Postage/shipping and copying charges invoiced to all others.
Insurance and Postage:	Postage charges on photocopies are invoiced to libraries not participating in the NAAL or APLS network. Certain items (dissertations, unique materials) which are sent out by AMN with insurance must be returned with insurance for the same amount.
Loan Period:	One month, subject to recall.
Replacement of Lost Items:	Current price list reimbursement.
Reserves if not available when requested:	Reserves are not taken. Libraries are requested to resubmit a request if available at a later date.

Notification if there will be delays or unable to fill:	If materials are unavailable, borrowing libraries will be notified via OCLC, telephone or mail.
Acceptable ILL request formats:	OCLC and ALA forms only.
Subject Searches:	Left to the discretion and time of the ILL librarian.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	NAAL member. Participate in the APLS net-lender reimbursement program.
Average turnaround time for handling:	Library strives to process requests upon receipt. OCLC requests average 2-day turnaround. ALA forms average 3-4 days. Service suspended during holidays and academic breaks.
Database Searches for general public:	Not available.
Restrictions:	School libraries and special libraries should make requests through closest regional public library. Do not lend materials requiring materials to be used on premises.
In-house Collection Use Allowed:	Yes, driver's license or comparable ID required for closed-stack items.
Photocopy Facilities Available:	Yes.

UNA University of North Alabama

Address to which ILL requests are to be sent:	Interlibrary Loan Collier Library University of North Alabama Florence, AL 35632
TO ATTENTION OF:	Mrs. Celia Reynolds
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	767-5292
AULS Symbol:	ANO
ALICAT Symbol:	UNA
OCLC Symbol:	ANO
Books:	Lend books, except rare, fragile, branch library holdings, reserve, or other heavily used items. No fees charged.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend; photocopy sent instead. No photocopy charges to libraries in NAAL, APLS net-lending programs, or TVA. Charge all others a minimum of $1.00 plus 10 cents per page.
Audiovisual Materials:	Do not circulate through interlibrary loan.
Microforms:	Except for government documents, do not lend microforms. Will supply photocopies for specific articles.
Government Documents:	Will lend documents (paper and microfiche) except for rare, fragile, reference, or other heavily used items.
Other:	Do not lend computer software.
Charges:	No charges to any library for book requests. No photocopy charges to TVA, NAAL, or APLS net-lending program participants. Nominal photocopy charges to other borrowers.
Insurance and Postage:	No reimbursement required.
Loan Period:	Two weeks from date of receipt by borrowing library. Will honor all reasonable renewal requests.
Replacement of Lost Items:	Standard replacement cost of $35.00 per lost item is charged to the borrowing library. Loss of more expensive items will incur higher charges.
Reserves if not available when requested:	No reserves for ILL.

Notification if there will be delays or unable to fill:	Return unfilled requests to the borrowing library.
Acceptable ILL request formats:	OCLC ILL requests preferred, but American Library Association ILL request form accepted. Telephone requests for ILL are accepted ONLY in case of extreme emergency.
Subject Searches:	Not accepted.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Participate in APLS net-lender reimbursement program. Member of NAAL. Have reciprocal borrowing with TVA libraries.
Average turnaround time for handling:	Library attempts to process in-coming ILL requests within 2 days of receipt. Requests are not processed during university holiday breaks.
Database Searches for general public:	Not available.
Restrictions:	ILL requests not following proper ILL procedures are not accepted. No restrictions for on-the-premises use.
In-house Collection Use Allowed:	Adult patrons may use library materials in-house. High school students need to obtain special permission.
Photocopy Facilities Available:	Yes.

USA University of South Alabama

Address to which ILL requests are to be sent:	Interlibrary Loans Library University of South Alabama Mobile, AL 36688
TO ATTENTION OF:	ILL Coordinator
Telefacsimile Equipment:	OMNIFAX G-55
Telefacsimile Phone Number:	460-7636
AULS Symbol:	ACM
ALICAT Symbol:	USA
OCLC Symbol:	ACM
Books:	Loaned for 4 weeks; renewed for two weeks unless needed at library. No fees for loans.
Reference Books:	Loaned at discretion of Head of Reference.
Hard Copy Periodicals:	Not loaned.
Audiovisual Materials:	Not loaned.
Microforms:	Loaned at discretion of Head of Department.
Government Documents:	Loaned at discretion of Head of Government Documents/Serials Dept.
Other:	Special Collections material is noncirculating. Theses loaned unless only one copy. Materials owned by Biomedical Library loaned only through Biomedical Library.
Charges:	$.15 a copy, $2.00 minimum. Photocopies free to members of NAAL and APLS net-lending programs.
Insurance and Postage:	No reimbursement required.
Loan Period:	One month, two-week renewal if no reserve.
Replacement of Lost Items:	Charge replacement cost of book per BIP or CBI. plus $12.00 processing fee.
Reserves if not available when requested:	No reserves.
Notification if there will be delays or unable to fill:	Unfilled requests returned by mail with reason for refusal. OCLC requests given conditional response, unless flat refusal.
Acceptable ILL request formats:	Library accepts ILL requests via OCLC ILL subsystem and by ALA ILL request forms.
Subject Searches:	Subject and information requests accepted only for USA Baldwin County students.

Special shipping methods:	
Libraries with which special ILL arrangements exist:	Allow patron pick up of loans to local public and academic libraries. Member of NAAL and APLS net-lending reimbursement programs.
Average turnaround time for handling:	Library strives to process all incoming ILL requests within 24 hours. ILL requests not processed between approximately 12/15 and 1/1.
Database Searches for general public:	Library does database searches for general public and charges directly for search fee plus costs from BRS or DIALOG.
Restrictions:	Material use only on premises is rarely required, except for valuable reference material.
In-house Collection Use Allowed:	Yes. Primary patrons have first priority for heavily used resources.
Photocopy Facilities Available:	Yes.

WAS Washington County Public Library

Address to which ILL requests are to be sent:	Washington County Public Library P. O. Box 1057 Chatom, AL 36518
TO ATTENTION OF:	Vicki Abate, Asst. Librarian
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	
ALICAT Symbol:	WAS
OCLC Symbol:	
Books:	One month. Only materials which are available to library's patrons.
Reference Books:	No loans.
Hard Copy Periodicals:	No loans.
Audiovisual Materials:	No loans.
Microforms:	No loans.
Government Documents:	
Other:	
Charges:	Photocopies 10 cents for letter size and 15 cents for legal size.
Insurance and Postage:	No reimbursement required.
Loan Period:	One month.
Replacement of Lost Items:	Copy replacement or cost of replacement.
Reserves if not available when requested:	Will send if desired.
Notification if there will be delays or unable to fill:	Notify immediately.
Acceptable ILL request formats:	Telephone or informal.
Subject Searches:	Will fill by subject if so desired.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	

Average turnaround time for handling:	Two days.
Database Searches for general public:	
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

WB Wheeler Basin Regional Library

Address to which ILL requests are to be sent:	Interlibrary Loans Wheeler Basin Regional Library 504 Cherry Street P. O. Box 1766 Decatur, Alabama 35601
TO ATTENTION OF:	Jennifer G. Humiston, RILL Lib.
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	350-6736
AULS Symbol:	MWM Wheeler Basin MWMB Athens Public Library MWMC Decatur Public Library MWMD Hartselle Public Library MWME Lawrence County Public Lib.
ALICAT Symbol:	WB
OCLC Symbol:	
Books:	Yes, except rare, fragile, reserve, some local history, genealogy, or heavily used items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend.
Government Documents:	
Other:	
Charges:	Photocopies free up to a reasonable amount (5 pages); 10 cents per exposure above that. Exposures from microforms are 25 cents per page.
Insurance and Postage:	No reimbursement required.
Loan Period:	Three-week use.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and applicable service charges.
Reserves if not available when requested:	Reserves made automatically.
Notification if there will be delays or unable to fill:	Libraries will be notified of delays. Requests that cannot be filled will be returned by mail.
Acceptable ILL request formats:	Telephone requests will be accepted with ILL form to follow. ALA ILL forms should be used.

Subject Searches:	Subject searches made only for serious or research-related requests.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	Because of the volume of ILL transactions between Wheeler Basin and Huntsville Public Library/ALEX, they are handled exclusively by phone to expedite the process.
Average turnaround time for handling:	Strive to process all on day of receipt.
Database Searches for general public:	Not available.
Restrictions:	Some hard-to-replace or expensive items may be marked: "For use in library only."
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

WC Walker College

Address to which ILL requests are to be sent:	Walker College I.D. Nicholson Library 1411 Indiana Avenue Jasper, AL 35501
TO ATTENTION OF:	Susie Elliott or June Deavours
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MVT
ALICAT Symbol:	WC
OCLC Symbol:	
Books:	Lend, except for reference, rare, or reserve titles.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend but will send photocopies.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend; send copies from microfilm.
Government Documents:	No collection.
Other:	
Charges:	Usually do not charge unless it is an unreasonably large or time-consuming request.
Insurance and Postage:	Reimbursement for postage required only when it is a large amount of money.
Loan Period:	2 weeks, renewal if necessary
Replacement of Lost Items:	Cost of replacement plus $10.00 processing fee.
Reserves if not available when requested:	Reserve title unless it is after the date stated on the form.
Notification if there will be delays or unable to fill:	Usually notify promptly and explain the delay.
Acceptable ILL request formats:	Accept telephone orders and orders on the approved forms also.
Subject Searches:	
Special shipping methods:	
Libraries with which special ILL arrangements exist:	

Average turnaround time for handling:	Try to fill the request on the day received.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

WD George C. Wallace State Community College-Dothan

Address to which ILL Requests are to be sent:	Interlibrary Loans Library-Media Department Wallace College Dothan, AL 36303
TO ATTENTION OF:	Louise Moon Chairman of Library-Media Dept.
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	GWS
ALICAT Symbol:	WD
OCLC Symbol:	
Books:	Lend books, except reference, rare, fragile and heavily used items.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not Lend. Only photocopies.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend. Only photocopies.
Government Documents:	N/A
Other:	
Charges:	Minimum charge $1.00 for photocopies. Over 5 exposures at 15 cents each.
Insurance and Postage:	No reimbursement required.
Loan Period:	Two weeks from date of receipt.
Replacement of Lost Items:	Lending library will replace and bill borrowing library for current cost of item. Out-of-print items replaced by borrowing library.
Reserves if not available when requested:	No reserves.
Notification if there will be delays or unable to fill:	Unfilled request returned by mail with notification that item is owned but unavailable.
Acceptable ILL request formats:	American Library Association ILL request forms accepted.
Subject Searches:	Not accepted.

Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Strive to process ILL request on day of receipt.
Database Searches for general public:	Not available.
Restrictions:	
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

WIL Wilcox County Library

Address to which ILL requests are to be sent:	Wilcox County Library Old Courthouse Building 100 Broad Street Camden, AL 36726
TO ATTENTION OF:	ILL Department
Telefacsimile Equipment:	OMNIFAX G-88
Telefacsimile Phone Number:	682-4355
AULS Symbol:	
ALICAT Symbol:	WIL
OCLC Symbol:	
Books:	Lend books, except genealogical, rare, fragile, reserve or other heavily used items.
Reference Books:	Do not lend but will copy material for 10 cents per exposure.
Hard Copy Periodicals:	Do not lend hard copy periodicals. Photocopy sent for 10 cents per exposure.
Audiovisual Materials:	Do not have audiovisual material.
Microforms:	Have census films only and will photocopy for 50 cents per exposure. Do not circulate on interlibrary loan.
Government Documents:	Same as books.
Other:	
Charges:	For photocopies there is a charge of 10 cents for each exposure plus the postage fee for mailing large request too big to fit in a large business envelope.
Insurance and Postage:	No charge for reasonable amount of postage to Alabama libraries. For libraries out of Alabama, postage to be reimbursed with return of item. Insurance to be reimbursed with return of item
Loan Period:	3 weeks; 3-week renewal if no reserve is on the materials.
Replacement of Lost Items:	Lending library will replace and bill borrowing library cost of item and any applicable service charges. Out-of-print (O.P.) items replaced by lending library. Borrowing library will be billed cost of replacement at auction and cost of search on O.P. market and applicable service charges. Latest available auction price for items that cannot be obtained in print will be charged to borrowing library.
Reserves if not available when requested:	Reserves will be made only if requested on the form; cancelled if not filled in 3 weeks.

Notification if there will be delays or unable to fill:	Notification by mail within 2-3 days of receiving request if material is unavailable or if filling is delayed.
Acceptable ILL request formats:	Only American Library Association ILL request forms accepted.
Subject Searches:	Subject searches will be made only for serious or research-related requests as time permits, but will notify if staff does not have the time to search immediately upon receiving request.
Special shipping methods:	Only postal or UPS type services.
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Library strives to process all in-coming ILL requests on day of receipt, but 2 to 3 days may be required because of weekends and holidays.
Database Searches for general public:	Not available.
Restrictions:	Small public libraries that are members of a public library system should send their ILL requests through their system's headquarters library. School libraries must make ILL requests through nearest public library system headquarters or multitype cooperative, where appropriate. ILL requests not accepted from libraries not adhering to proper ILL procedures as stated in Alabama Interlibrary Loan Code.
In-house Collection Use Allowed:	Yes.
Photocopy Facilities Available:	Yes.

WS George C. Wallace State Community College-Selma

Address to which ILL requests are to be sent:	George C. Wallace State Commmunity College Selma P. O. Drawer 1049 Selma, AL 36702-1049
TO ATTENTION OF:	Ms. Ann B. Mobbs, Director
Telefacsimile Equipment:	
Telefacsimile Phone Number:	
AULS Symbol:	MXK
ALICAT Symbol:	WS
OCLC Symbol:	
Books:	Lend books.
Reference Books:	Do not lend.
Hard Copy Periodicals:	Do not lend.
Audiovisual Materials:	Do not lend.
Microforms:	Do not lend.
Government Documents:	Do not lend.
Other:	
Charges:	$1.00 per page for photocopies.
Insurance and Postage:	No reimbursement required.
Loan Period:	Two weeks.
Replacement of Lost Items:	Cost of item plus $2.50 processing fee.
Reserves if not available when requested:	Will reserve and send when available.
Notification if there will be delays or unable to fill:	Will notify library immediately of delays, etc.
Acceptable ILL request formats:	Must use ALA request form.
Subject Searches:	Not available.
Special shipping methods:	
Libraries with which special ILL arrangements exist:	
Average turnaround time for handling:	Approximately 3 days.

WS George C. Wallace State Community College-Selma (continued)

Database Searches for general public: None available.

Restrictions: Do not accept ILL requests from local libraries.

In-house Collection Use Allowed: Yes.

Photocopy Facilities Available: Yes.

APPENDIX A

GLOSSARY

ALA
American Library Association, used in ALIN manual to describe ALA-copyrighted form available from library supply vendors.

ALEX
The Alabama Library Exchange, an LSCA-funded multitype system in North Alabama that provides interlibrary loan services for its members.

ALICAT
The Alabama Interlibrary Catalog, a computer-output-microfiche catalog that displays over 4.5 million holdings of titles owned by libraries in Alabama. This union catalog identifies libraries owning specific titles.

ALIN
The Alabama Library Information Network, a statewide cooperative network of libraries voluntarily working together to provide services and resources needed to satisfy the library and information needs of Alabama's residents.

APLS
The Alabama Public Library Service, the state library agency of Alabama charged with developing a cooperative system of providing books and library services for Alabamians. APLS provides statewide resource center services and coordinates ALIN and net-lending programs for the public libraries.

AULS
The Alabama Union List of Serials, a catalog published in microfiche and paper formats includes about 20,000 periodical titles with designations of which libraries own which issues. The database is maintained on OCLC and may be searched online for the most accurate, up-to-date information. Management of AULS has recently transferred from ALEX to APLS.

Fax
Shortened form of telefacsimile used as a noun or verb for the process of transmitting images electronically over telephone lines.

ILL
Interlibrary loan transactions consist of borrowing and lending of materials between libraries.

LSCA
Library Services and Construction Act funds are federal funds administered in Alabama by APLS. Among the projects funded through use of these federal funds are ALICAT, AULS, ALEX, RILL and net lending.

NAAL
The Network of Alabama Academic Libraries coordinates academic library resource sharing among 19 colleges and universities offering graduate education.

OCLC
The Online Computer Library Center (OCLC, Inc.) is an online computer bibliographic network that allows communication via computer lines for processing interlibrary loans between libraries throughout the United States.

RILL
The Reference and Interlibrary Loan (RILL) personnel grants, funded under the Library Services and Construction Act, staff six regional public library headquarters with professional reference librarians. These six regional headquarters are RILL Service Centers for ALIN.

SOLINET
The Southeastern Library Network is the broker in the Southeast for OCLC services. Sometimes SOLINET is used interchangeably with OCLC within this region when describing the OCLC network or its services.

APPENDIX B

INTERLIBRARY LOAN CODE FOR THE STATE OF ALABAMA

Revised 1988

INTRODUCTION

Interlibrary loan is essential to the vitality of libraries of all types and sizes and is a means by which a wide range of material can be made available to users. This document is the National Interlibrary Loan Code adapted and supplemented for use by the libraries of Alabama and is intended to promote a more liberalized interlibrary loan policy among the libraries adopting it. It is based on the premise that lending among libraries for the use of an individual in Alabama is in the public interest and should be encouraged. However, liberal interlibrary lending should be no substitute for the development of adequate collections based on the needs of the service areas represented by libraries and library systems.

This code contains general guidelines for the borrowing and lending of library material. Details of procedures to be used in implementing the code will be found in the Interlibrary Loan Practices Handbook (1) published by the American Library Association. All libraries participating in interlibrary loan should have a copy of this publication and should follow these recommendations. The manual also provides information on international interlibrary loan.

This code may be further expanded or modified to meet the particular interests of participating libraries, networks and consortia.

I. Definition

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

II. Purpose

Since it is increasingly evident that it is impossible for any one library to be self-sufficient, interlibrary borrowing and lending is regarded by the libraries subscribing to this agreement as essential to library service.

III. Scope

A. A loan or a copy of any material may be requested from another library in accordance with the published lending policy of that library. The lending library will decide in each case whether a particular item can be provided.

B. Under ordinary circumstances, borrowing libraries will not request:

1. Rare or valuable material, including manuscripts
2. Bulky or fragile material
3. Unique material that would be difficult or impossible to replace
4. Material in high demand at the lending library
5. Material which can be copied cheaply or which is available at low cost
6. Material for class, reserve or other group use
7. Duplicates of titles already owned

IV. Responsibilities of Borrowing Libraries

A. Each library should provide the resources to meet the study, instructional, informational, recreational, and normal research needs of its primary clientele. This can be accomplished through its own collection or through local, state, or regional cooperative resource-sharing agreements. Borrowing libraries will make every effort to exhaust their own resources before resorting to interlibrary loan.

B. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids. These include this code, the Interlibrary Loan Practices Handbook, policies of primary lending libraries, and standard bibliographic tools and services.

C. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy.

D. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.

E. Requested material must be described completely and accurately following accepted bibliographic practice as outlined in the current Interlibrary Loan Practices Handbook. If the item cannot be verified, the statement "cannot verify" should be included along with complete information as to the original source of the citation.

F. The borrowing library should carefully screen all requests for loans and reject any that do not conform to this code.

G. Standard bibliographic tools, such as OCLC, the Alabama Interlibrary Catalog (ALICAT), Alabama Union List of Serials (AULS), and locally shared bibliographic databases such as CLSI, should be used in determining the location of material. Care should be taken to avoid concentrating the burden of requests on a few libraries.

H. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission.

I. The safety of borrowed material is the responsibility of the borrowing library from the time the material leaves the lending library until it is returned to the lending library.

J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original material will result.

K. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making the necessary arrangements.

V. Responsibilities of Lending Libraries

A. The decision to loan material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

B. A statement of interlibrary loan policy and charges should be made available upon request. It is expected that libraries using OCLC will include their policies in the "Name-Address Directory."

C. The lending library should process requests promptly.

D. Conditions of loan should be stated clearly and material should be packaged carefully.

E. When appropriate, the lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling the request.

F. When appropriate the lending library should inform a borrowing library of its apparent failure to follow the provisions of this code.

VI. Expenses

A. The borrowing library assumes responsibility for all costs charged by the lending library, including transportation, insurance, copying, and any service charges. The borrowing library should try to anticipate charges and authorize them on the original request.

B. It is recommended that nominal costs, such as postage, be absorbed by the lending library.

C. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

D. Charging for interlibrary loans may be precluded by net lending or other cooperative agreements.

VII. Duration of Loan

A. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit. The period of loan shall be specified by the lending library and clearly indicated on the loan form, book, or OCLC.

B. Interlibrary loan material should be returned promptly.

C. The borrowing library should ask for renewals only in unusual circumstances. The renewal request should be sent in time to reach the lending library no later than the date due. If the lending library does not respond, it will be assumed that renewal, for the same period as the original loan, is granted.

D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

VIII. Violation of Code

Continued disregard of any provision of this code is sufficient reason for suspension of borrowing privileges.

IX. Placement of Requests

A. Requests should be routed through such established channels as may be agreed upon by libraries participating in a local, state, district or regional plan for library service.

B. Every effort will be made to locate materials through OCLC, ALICAT, AULS, and other locally shared bibliographic databases such as CLSI, etc. Any library without access to the major bibliographic tools may request assistance from APLS or other appropriate libraries or library systems, according to Recommended Channels for Interlibrary Lending in Alabama (Appendix A).

C. Requests should be submitted on standard ALA forms or mutually agreeable paper or electronic alternatives.

D. When mutually agreeable, telephone requests are acceptable. The lending library may require formal confirmation.

X. Subject Searches

A. The preferred method for transmitting subject requests is to use the ALA Information Request Forms or mutually acceptable paper or electronic alternatives. Subject requests sent on ALA Interlibrary Loan forms are unacceptable and will be returned.

B. Borrowing libraries must use established Library of Congress or Sears subject headings when requesting material that is not a unique title.

C. While participating libraries are encouraged to honor subject requests, the lending library shall reserve the right to refuse requests or limit the amount of material provided in a subject request.

D. Only one subject request may be submitted on a single request form.

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1. Boucher, Virginia, Interlibrary Loan Practices Handbook. Chicago: ALA, 1984

APPENDIX A

RECOMMENDED CHANNELS FOR INTERLIBRARY LENDING IN ALABAMA

[Note: The Alabama Library Information Network (ALIN) protocols are being revised to specify appropriate channels and will supersede these recommendations.]

A. USERS OF SCHOOL LIBRARIES

Students should use (1) their own school library and (2) the public library of their community. If these cannot satisfy their needs, the public library (or where appropriate, the school library) will attempt to obtain needed material from established sources.

B. USERS OF COLLEGE LIBRARIES

College members should use (1) their institution's library, and (2) the public library of their community. If these cannot satisfy their needs, the college library should contact other libraries of library systems, according to pre-established agreements.

C. USERS OF PUBLIC LIBRARIES

Residents should use the public library in their community. If the public library cannot satisfy the patron, the public library should request material, assistance or advice through the regional library. If there is no regional library for the community, the public library should request material, assistance or advice through APLS or other appropriate library systems.

D. USERS OF SPECIAL LIBRARIES

Employees or representatives of an agency, company, society, or other institution having its own library should use the library of their affiliation whenever their request relates to that affiliation. If that library cannot satisfy their needs, the library should contact appropriate libraries or library systems to acquire the material.

APPENDIX B

COPYRIGHT LAW: PL 94-533
Major Features Relating to Interlibrary Loan

N.B.: The following interpretation of the U.S. Copyright Law represents the understanding of the Ad Hoc Committee to Revise the State Interlibrary Loan Code, based on a reading of PL 94-533 and practices in our own libraries. This is an interpretation only, and for further clarification librarians are advised to seek legal counsel.

Section 107: Fair Use

The copyright law recognizes that prohibition of certain kinds of copying is not in the best interests of either the authors or the academic community at large. Such copying includes single copies made for scholarly use. Special guidelines were written to define fair use in the classroom:

1. A single copy may be made for classroom or research use of:
   a. A chapter of a book
   b. An article from a periodical or newspaper
   c. A short story, short essay or short poem
   d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper
2. Multiple copies for classroom use may be made if:
   a. The copying is brief
      1) Poetry:
         a) A poem of less than 250 words, if not printed on more than two pages
         b) Up to 250 words of a larger poem
      2) Prose:
         a) A complete article, story or essay, less than 2500 words long
         b) 1000 words or 10% of a larger work
      3) Illustrations: One chart, graph, diagram, drawing, cartoon or picture from a book or issue of a periodical
      4) "Special" works: "Certain works in poetry or prose or in 'poetic prose' which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2500 words..." One may copy only 2 pages or 10% of these.
   b. The copying is spontaneous (one thinks of making the copies too late to ask permission).
   c. The cumulative effect of copying is not damaging to the copyright holder.
      1) The same copies may not be used for two courses. This provision does not apply to news coverage.

        2) One may copy only one work or two excerpts by the same author, and only three pieces from a compilation or periodical volume during one class term. This provision does not apply to news coverage.

        3) One may not copy more than nine times per term.

3. One may not:

    a. Copy to create, replace, or substitute for anthologies, compilations or collective works.

    b. Copy from consumable works (i.e. workbooks, exercises, standardized tests, etc.).

    c. Copy to substitute for the purchase of books, or copy the same item for the same teacher from term to term.

    d. Charge for the copy, beyond the actual cost of the copy.

Section 108. Reproduction by libraries and archives

1. A library may make and distribute one copy of a work if:

    a. No profit is made

    b. The public may use the library

    c. The copy includes a notice of copyright. Wording suggested by the American Library Association for such a notice is: "NOTICE: This material may be protected by copyright law (Title 17 U.S. Code)."

2. A library may make one copy of an unpublished work for preservation, security, or deposit in another library.

3. A library may make one copy to replace a lost, damaged or stolen work if a new copy may not be bought at a fair price with reasonable effort.

4. A library may copy or have copied (i.e. interlibrary loan) for an individual, one article in a collection or periodical issue, or one small part of another copyrighted work, if:

    a. The copy becomes the property of the user for private study, scholarship, or research.

    b. The library posts a display warning of copyright liability where requests are accepted. The American Library Association suggested the following wording for such a notice: "NOTICE. The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement."

5. A library is not responsible for copies made on self service machines, if there is a notice of copyright liability at the machine.

6. A library may not legally copy protected works if:

    a. There is reason to believe that copying amounts to multiple copying of the same materials.

    b. The copying and distribution is "systematic" and beyond the normal demands of interlibrary loan. Copies may not be obtained by interlibrary loan "in aggregate quantities as to substitute" for a subscription to or purchase of a work.

        1) "Aggregate quantities as to substitute" means:

            (a) More than five copies per year, from the preceding five years, of a particular journal.

            (b) More than five copies of another work during the entire period of copyright protection.

    2) If a requesting library owns (or has on order) a copy of the material requested, but that copy is unavailable for copying, the requested copies may be regarded as having been made from the library's own copy.

    3) No requests will be accepted unless the request conforms to these guidelines.

    4) Records of all requests must be retained for four years.

7. Libraries may not copy or distribute audiovisual material except those dealing with news and as noted under 2. and 3. above. Libraries may not copy illustrations, graphs, etc. which are adjuncts to copies made and distributed under 4. and 5. above. These materials are covered under sections 107 and 110 of the code.

APPENDIX C

NATIONAL INTERLIBRARY LOAN CODE, 1980[1]

Adopted by Reference and Adult Services Division Board of Directors, New York, 1980.

INTRODUCTION

Interlibrary loan is essential to the vitality of libraries of all types and sizes and is a means by which a wide range of material can be made available to users. This code is designed primarily to regulate lending relations between research libraries and between libraries operating outside networks or consortia. It is recognized that through specific agreements libraries organized geographically, by mutual subject interest, or other bases will have developed codes of their own. It is not the intent of this code to prescribe the nature of interlibrary lending under such arrangements.

The effectiveness of a national system of interlibrary lending is directly related to the equitable distribution of costs among all the libraries involved. Interlibrary loan is an adjunct to, not a substitute for, collection development in individual libraries. Requests to national and research libraries or requests beyond networks and consortia should only be made after local, state, and regional sources have been exhausted. It is understood that every library must maintain an appropriate balance between resource sharing and responsibility to its primary clientele.

This national code contains general guidelines for the borrowing and lending of library material. Details of procedures to be used in implementing the code will be found in the Interlibrary Loan Procedure Manual[2] published by the American Library Association. All libraries participating in interlibrary loan should have copies of this publication and should follow these recommendations. The manual also provides information on international interlibrary loan.

The Reference and Adult Services Division, acting for the American Library Association in its adoption of this code, recognizes that the exchange of material between libraries is an important element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

I Definition

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

II Purpose

The purpose of interlibrary loan as defined in this code is to obtain, for research and serious study, library material not available through local, state, or regional libraries.

III Scope

A A loan or a copy of any material may be requested from another library in accordance with the published lending policy of that library. The lending library will decide in each case whether a particular item can be provided.

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[1] The National Interlibrary Loan Code, 1980, is reprinted by permission of the American Library Association. Copies of the codes are available in Interlibrary Loan Codes, 1980; International Lending Principles and Guidelines, 1978 for $1.50 from Order Department, American Library Association, 50 E. Huron Street, Chicago, IL 60611 (ISBN 0-8389-5587-8).

[2] Thompson, Sarah K. Interlibrary Loan Procedure Manual. Chicago: American Library Association, 1970.

B. Most libraries will not ordinarily lend the following types of materials:

1. Rare or valuable material, including manuscripts;
2. Bulky or fragile items that are difficult or expensive to ship;
3. Material in high demand at the lending library;
4. Material with local circulation restrictions;
5. Unique material that would be difficult or impossible to replace.

IV. Responsibilities of Borrowing Libraries

A. Each library should provide the resources to meet the study, instructional, informational, and normal research needs of its primary clientele. This can be accomplished through its own collection or through local, state, or regional cooperative resource-sharing agreements. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy and for which there is no recurring demand.

B. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids. These include this code, the Interlibrary Loan Procedure Manual, lending policies of the major research libraries, and standard bibliographic tools and services.

C. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy.

D. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.

E. Requested material must be described completely and accurately following accepted bibliographic practice as outlined in the current Interlibrary Loan Procedure Manual. If the item cannot be verified, the statement "cannot verify" should be included along with complete information as to the original source of the citation.

F. The borrowing library should carefully screen all requests for loans and reject any that do not conform to this code.

G. Standard bibliographic tools, such as union catalogs, computerized data bases, and other listing services, should be used in determining the location of material. Care should be taken to avoid concentrating the burden of requests on a few libraries.

H. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission.

I. The safety of borrowed material is the responsibility of the borrowing library from the time the material leaves the lending library until it is returned to the lending library. The borrowing library is responsible for packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement, in accordance with the preference of the lending library.

J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original material will result.

K. The borrowing library should encourage library users to travel to other libraries for onsite access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making the necessary arrangements.

V. Responsibilities of Lending Libraries

A. The decision to loan material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

B. A statement of interlibrary loan policy and charges should be made available upon request.

C. The lending library should process requests promptly. Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling the request.

D. A lending library is responsible for informing any borrowing library of its apparent failure to follow the provisions of this code.

VI. Expenses

A. The borrowing library assumes responsibility for all costs charged by the lending library, including transportation, insurance, copying, and any service charges. The borrowing library should try to anticipate charges and authorize them on the original request.

B. It is recommended that nominal costs, such as postage, be absorbed by the lending library.

C. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

VII. Duration of Loan

A. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit.

B. Interlibrary loan material should be returned promptly.

C. The borrowing library should ask for renewals only in unusual circumstances. The renewal request should be sent in time to reach the lending library no later than the date due. If the lending library does not respond, it will be assumed that renewal, for the same period as the original loan, is granted.

D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

VIII. Violation of Code

Continued disregard of any provision of this code is sufficient reason for suspension of borrowing privileges.

APPENDIX D

MICROFORM COLLECTIONS AVAILABLE AT APLS

Abstracts on Crime and Juvenile Delinquency. 1975-1977.
Comprehensive abstracts from more than 180 professional journals, books, pamphlets, federal and state documents and dissertations are included in this collection. Among the topics covered are the following criminal law courts, juvenile law and courts, criminal justice reform, law enforcement and the police, juvenile delinquency, corrections, prisons and parole, drug abuse, and related social problems. (Microfiche)

ASI Microfiche Library. 1978-
The American Statistics Index (ASI) Microfiche Library is a collection of statistics compiled by agencies from each branch of the federal government. Periodical articles, annuals and special surveys are among the types of materials included. The subject matter covers all topics of public and governmental interest such as disadvantaged youth programs, disaster relief, crime and criminals, racial discrimination, state governments, and public welfare programs. The library has indexes and abstracts covering the period 1974 to the present and will look for documents identified in those prior to 1978. (Microfiche)

Business Collection. 1982-
Includes indexing and full text coverage of periodicals contained in the Business Collection; begins January 1982 unless otherwise noted.

CIS Microfiche Library. 1978-89.
Congressional Information Service collects and indexes: committee and subcommittee hearings and prints, House and Senate reports, documents and special publications, Senate executive reports and documents, and public laws. The various indexes provide access to all data by the following: subjects, authors, names of subcommittees and subcommittee chairmen, and titles of publications. Examples of topics covered include the follow: state and local government, day care programs, health services and rent supplements. The library has indexes for 1970 to the present and abstracts from 1971 to the present. APLS will attempt to get documents identified in pre-1978 publications. For committee prints before 1970 see U.S. Congressional Committee Prints. (Microfiche)

College Catalog Collection. 1978-
This set contains catalogs for undergraduate and graduate accredited colleges and universities in the United States, for one hundred major foreign universities, and for professional, technical and correspondence schools. (Microfiche)

D-U-N-S Account Identification Service.
DUNS is a listing of over 4,800,000 U.S. business establishments, which account for almost all the commercial and industrial transactions in the United States. The information for each firm includes the name of the firm, divisional or secondary names, street and mailing addresses, and an indication of branch or corporate headquarters. (Microfiche)

Energyfiche. 1979-84.
Energyfiche is an easy-to-use source that is useful for locating information on energy. The collection includes recently published articles, reports, and conference papers from twenty-one broad subject categories. These categories include U.S. policy and planning; unconventional resources; petroleum and natural gas resources; coal resources; solar energy; electric power generation; nuclear resources and power; residential consumption; and environmental impact. (Microfiche)

Envirofiche. 1978-1989.
Envirofiche is an authoritative source for locating information that pertains to the environment. Researchers may choose from among twenty-one subject categories that include air pollution; chemical and biological contamination; energy; environmental education; environmental design; food and drugs; general; international; land use and misuse; law and legislation; noise pollution; non-renewable resources; oceans and estuaries; population planning and control; radiological contamination; renewable resources-terrestrial; renewable resources-water; solid waste, transportation; water pollution; weather modification and geophysical change; and wildlife. (Microfiche)

ERIC. 1966-
An acronym for Educational Resources Information Center, provides users with ready access to primarily the English-language literature dealing with education.

Legislative Histories. 1974-1978.
Legislative Histories are documents that relate to the passage of a public law. A history includes the public law as enacted; the presidential message relating to the law; the Congressional bills and amendments made into law; Congressional prints, reports, hearings, and debates. Histories that are included are Consumer Protection, 83-88 (Flammable Fabrics Act) through 93-151 (Lead-Based Paint Poisoning Prevention Act); Copyrights and Patents, 82-582 (Patent Cases-Court of Claims) through 86-726 (Infringements of Copyrights by the United States); Health, Education, Welfare and Housing, 84-10 (National Housing Act Amendment) through 93-383 (Housing and Community Development). The numbers preceding the histories are the public law numbers; for example, 83-88 refers to Consumer Protection's Flammable Fabrics Act. The 83 refers to the 83rd Congress and 88 is the law number. We have histories covering these subjects from 1951-1974. (Microfiche)

Magazine Collection. 1985-
Provides a copy of most articles cited in Magazine Index. Full text coverage of periodicals in the Magazine Collection extends from 1985 to present. It is updated twice each month. Provides subject indexing to, and delivery of, nearly 400,000 articles drawn from the most widely read and requested journals.

Names in the News. 1978-
Names in the News provides current access to all noteworthy names in the news that appear in print in U.S. newspapers. Over 125 newspapers are scanned daily for names behind the news. The arrangement of subjects by name and occupation facilitates use. (Microfiche)

National Union Catalog. 1973-
National Union Catalog is a comprehensive bibliography of publications representing the works cataloged by the Library of Congress and libraries contributing to its cooperative cataloging program. Entries representing monographs, serials, maps, charts, pamphlets, audiovisual materials, phonograph records, and foreign publications are included. Printed catalog card sets of entries included are available from the Cataloging Distribution Service Division of the Library of Congress. APLS has earlier editions in hard copy. (Microfiche)

Newsbank. 1970-
Newsbank is a subject collection and guide to over 150 newspapers from all over the United States, including each state capital. The emphasis is on social and economic issues. The broad subject areas covered are business and economic development, consumer affairs, education, employment, environment, governmental structure, health, housing and urban renewal, law and order, political development, social relations, transportation, and welfare and poverty. (Microfiche)

Newsbank Review of the Arts. 1975-
Newsbank Review of the Arts provides newspaper reviews of films, books, plays, art exhibitions, concerts, and other programs of cultural interest. The information is gathered from 100 newspapers in 130 major cities. (Microfiche)

Phonefiche. 1977-
This service provides copies of telephone directories from cities and towns all over the United States. Yellow and white pages are included. (Microfiche)

State Censuses. 1948.
State Censuses is a collection of censuses taken between 1790 and 1948 by states and territories of the U.S. It includes data on the population that deal with age, race, sex, and national origin, as well as railroad statistics, manufacturing statistics, and other subjects included in censuses taken after 1790. South Carolina, Tennessee, Georgia, Alabama, Mississippi, Louisiana, Arkansas, Florida, and the District of Columbia are included in the statistics. The microfiche program includes all reports listed in Dubester's State Censuses of the southern states. (Microfiche)

State Environmental Laws and Regulations for the Southeast-EPA Region (Region IV). 1976.
State Environmental Laws and Regulations is a collection of laws, regulations, amendments, permits, and applications that range in length from 1-500 pages and cover the period 1971-1977. Some of the subjects included are air pollution, noise, solid waste, land use, pesticides, radiation, water pollution, and general environmental regulations. (Microfiche)

State Publications Microfiche Program. 1977.

State Publications Microfiche Program is a selective file of microfiche copies of official state publications published in the 1960s and 1970s. The contents include publications of judicial conferences and legislative councils, committee and commission reports, almanacs and blue books. APLS has these documents for Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee as well as documents in the field of education for these and other states. (Microfiche)

SRI Microfiche Library: A Selective Guide to American Statistical Publications From Sources Other Than the U.S. Government. 1980-

The Statistical Reference Index (SRI) Microfiche Library is a collection of statistical publications from the following types of issuing organizations: nonprofit associations and institutions, business and commercial organizations, commercial publishers, independent research centers, state government agencies, and university research centers. The statistical information included covers national, state, local and foreign data and is taken from periodicals, annuals, publications in series, monographs, and special studies. Examples of the topics covered are child welfare, capital punishment, elementary and secondary education, mental health and illness, disabled and handicapped persons, and poverty. APLS has the accompanying indexes and abstracts. (Microfiche)

U.S. Congressional Committee Prints.

Part I, 1911-1969, 61st through 91st Congress, 1st session
Part II, 1917-1969, 65th through 91st Congress, 1st session
Part III, 1800s-1969, through the 91st Congress, 1st session

U.S. Congressional Committee Prints on microfiche contains full texts and summaries of U.S. committee prints. A committee print is a working tool for the members and staff of a committee or subcommittee. It serves the purpose of providing for the committee background information related to a bill or resolution and is intended normally for internal use only. (Microfiche)

U.S. Statutes at Large. 1974-

U.S. Statutes at Large is a collection of U.S. laws enacted from 1789-1982. The microfiche contain materials published in the hard copy edition of the same title. Private and public laws and the corresponding bill numbers as well as proclamations and concurrent resolutions are included on the microfiche. APLS plans to purchase additional statutes as they become available. (Microfiche)

APPENDIX E

GUIDELINES FOR TELEFACSIMILE USE WITHIN ALABAMA

Drafted by APLS Telefacsimile Committee

I. Purpose of Guidelines

The intent of these guidelines is to establish a set of formal telefacsimile protocols to be used when sending and filling interlibrary loan requests to libraries within Alabama. The guidelines are also intended to detail telefacsimile procedures which may not appear in the Alabama Interlibrary Loan Code (1988), the American Library Association's National Interlibrary Loan Code (1980), or Virginia Boucher's Interlibrary Loan Practices Handbook (ALA, 1984).

II. Protocols

Requests should be sent to other members of a local system first before submitting requests to other libraries within Alabama. The ordering of libraries should follow the paths set forth in the Recommended Channels for Interlibrary Lending section of the Alabama Interlibrary Loan Code. Use of telefacsimile should be determined at the discretion of the requesting librarian, not at the patron's request.

III. Requests

A. Transmissions

1. Whenever possible, requests for telefacsimile transmission of items should be submitted on the OCLC Interlibrary Loan Subsystem because of its ability to forward a request to another potential lender when the material is not available. The borrowing library should place a note in the Borrower's Notes field requesting that the material be sent via telefacsimile. Borrowing libraries should not request that confirming copies be sent by mail.

2. Requests may be sent via telefacsimile when requesting material from a library not participating in the OCLC interlibrary loan subsystem or when priority delivery of requested material is needed. (Most libraries will not accept telephone requests on a regular basis. However, in critical instances, requests between libraries requiring under twenty-four-hour turnaround time may be made by telephone with written confirming request arriving via telefacsimile. Check the Alabama Library Information (ALIN) manual for policies and routine turnaround times of individual libraries.) The requesting library should specify whether materials requested via telefacsimile should be filled via telefacsimile. The requesting library should also specify any date after which requested material will not be needed.

3. Individual libraries or library systems may establish their own internal guidelines for use of telefacsimile.

B. General Format

A two-part form is to be used in requesting materials via telefacsimile.

1. The first part is to include name and telephone number of requestor with note to notify, statement of charges authorized, voice contact at sending library for resolving problems, and statement of number of pages sent including cover page.

2. The second part is to consist of the American Library Association interlibrary loan form except between users who have mutually agreed upon another form for requests.

C. Complete bibliographic and location verification is required and must be indicated on the request form. Location verification tools include the state union catalog ALICAT, the Alabama Union List of Serials (AULS) and databases of automation systems including CLSI and OCLC.

D. Copyright compliance must be noted on all photocopy requests.

E. Subject requests should be sent only to libraries specifying in the ALIN manual that they will accept such requests.

IV. Responses

A. General Guidelines

1. The lending library will provide telefacsimile responses for:

    a. All requests which have the notation: "Supply copy via TFX."

    b. Renewal requests for items originally requested via telefacsimile.

    c. Any item which cannot be supplied for requests originally requested via telefacsimile.

    d. Inquiries for status of requests originally requested via telefacsimile.

2. The borrowing library may assume that all other requests are being filled. The material will be sent via U.S. Postal Service unless "SUPPLY COPY VIA TFX" is indicated.

3. The lending library should provide a copy of the request with the supplied material.

B. Response Time Guidelines

1. Telefacsimile requests will be filled on a priority basis. The lending library will notify the borrowing library via telefacsimile of any unusual delays.

2. RUSH requests will be answered within 24 hours of their receipt. It is hoped that the designation RUSH will be used sparingly by the borrowing library. The lending library will be responsible for informing any borrowing library of its apparent inability to follow these RUSH guidelines.

C. Statistics

1. Libraries are encouraged to keep their interlibrary loan statistics in such a way as to easily ascertain the amount of lending and borrowing transmitted via telefacsimile.

APPENDIX F

RULES AND REGULATIONS FOR APLS NET-LENDING PROGRAMS

APLS facilitates access by public libraries to holdings of the public libraries and of NAAL libraries through funding of two net-lender programs. Net lenders are defined as libraries with a greater volume of items sent to Alabama public and academic libraries than borrowed from these libraries by interlibrary loan. A photocopy of a periodical article, a photocopy of a portion of a book, or a volume loaned will count as a loan. In FY90 net loans are being reimbursed at $7.50 per net loan. Participants in the net-lender programs do not charge Alabama public libraries postage, photocopy or other interlibrary loan charges.

RULES AND REGULATIONS FOR ACADEMIC LIBRARIES PARTICIPATING IN NET-LENDING REIMBURSEMENT

Libraries eligible for participation in net-lending reimbursement must be members of the Network of Alabama Academic Libraries and submit reports of borrowers and loans to the NAAL Director.

All transactions must be verified with OCLC, AULS, ALICAT or local automated system such as CLSI.

Libraries may not submit for reimbursement any transaction for which other compensation is received.

Transactions eligible for net-lending reimbursement are:

1. Those to APLS, members of ALEX and other Alabama multitype library systems, and Alabama public libraries.
2. Reimbursement will be for each bibliographic unit or reproduction of all or portion of such item sent.
3. Transactions must be sent from one library to another. Circulation to patrons will not be eligible for reimbursement in any circumstance. Patron referrals from one library to another will not be considered interlibrary loans for purposes of this program.

Statistics may be submitted on the APLS Net-Lending Report form or by submitting the OCLC ILL statistics report where appropriate.

Substantiating ILL forms or copies of the OCLC ILL data should be kept for 3 years for possible audit by APLS or other authorized personnel.

Records must be submitted each quarter to establish eligibility for payment. A missed quarterly report will disqualify the library for consideration for annual payment.

Records must be submitted each quarter to establish eligibility for payment. A missed quarterly report will disqualify the library for consideration for annual payment.

Records for the previous quarter must be submitted by the following dates:

January 31
April 30
July 31
October 31

Compensation will be received quarterly, in arrears.

The year to be considered for reimbursement shall be the LSCA fiscal year used by APLS and currently October 1-September 30.

The following are participating NAAL libraries in FY90.

- Alabama A & M University
- Alabama State University
- Auburn University
- Auburn University/Montgomery
- Birmingham-Southern College
- Cordell Hull Law Library (Samford)
- Jacksonville State University
- Lister Hill Library of the Health Sciences
- Livingston University
- Samford University
- Spring Hill College
- Troy State University
- Troy State University/Dothan
- Tuskegee University
- U.S. Sports Academy
- University of Alabama
- University of Alabama/Birmingham
- University of Alabama Health Sciences Library
- University of Alabama/Huntsville
- University of Alabama Law Library
- University of Montevallo
- University of North Alabama
- University of South Alabama
- University of South Alabama Biomedical Library

RULES AND REGULATIONS FOR PUBLIC LIBRARIES PARTICIPATING IN NET-LENDING REIMBURSEMENT

Public libraries eligible to participate in net-lending reimbursement are those which are eligible to receive LSCA.

Verification of transactions may be made with OCLC, ALICAT, AULS or a CLSI database.

Requesting libraries should go to the nearest holding library to fill the ILL transaction.

Libraries may not submit for reimbursement any transaction for which other compensation is received.

Transactions eligible for net-lending reimbursement are:

1. Those bibliographic units sent to APLS, members of ALEX and other Alabama multitype library systems, and Alabama public libraries (excluding other members of one's library system) and members of the Network of Alabama Academic Libraries (NAAL).

2. Separate bibliographic units or reproductions of all or portion of such items sent to another library.

3. Transactions that are to be sent from one library to another. Circulation to walk-in patrons will not be eligible for reimbursement in any circumstance. Patron referrals from one library to another will not be considered interlibrary loans for purposes of this program.

4. Requests other than to APLS must be transmitted via OCLC, ALA forms and other officially recognized formats.

Interlibrary loan forms from system library members must include the name of the system in parentheses after the name of the library.

Statistics may be submitted on the APLS Net-Lending Report form or by submitting the OCLC ILL statistics report where appropriate.

Substantiating ILL forms or copies of the OCLC ILL data should be kept for 3 years for possible audit by APLS or other authorized personnel.

Records must be submitted to APLS each quarter to establish eligibility for payment. A missed quarterly report will disqualify the library for consideration for annual payment.

Records for the previous quarter must be submitted by the following dates:

January 31
April 30
July 31
October 31.

Compensation will be received annually, in arrears.

The year to be considered for reimbursement shall be the LSCA fiscal year used by APLS and is currently October 1-September 30.